

Reports

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Reports

Accounting- (Center Finances)

Balance Sheet

The **Balance Sheet** provides a financial 'snapshot' of your center on a specified date. It shows you what you have, what others owe you, what you owe others, and your net worth. The information presented is in three categories: **Assets**, **Liabilities**, and **Equity**. **Filters:** Date. **Sorting Options:** Primitive Type, Major Type, Type, Account Name, Account Structure.



Balance Sheet
Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
As of September 23, 2016

11:05 AM

9/23/2016

ASSETS	
Current Assets	
Accounts Receivable	
Accounts Receivable	11,921.56
Total Accounts Receivable:	<u>11,921.56</u>
Bank	
Bank of America	10,568.31
Checking Account	0.00
Savings Account	0.00
Total Bank:	<u>10,568.31</u>
Total Current Assets:	<u>22,489.87</u>
Fixed Assets	
Fixed Asset	
Undeposited Funds	1,103.00
Total Fixed Asset:	<u>1,103.00</u>
Total Fixed Assets:	<u>1,103.00</u>
TOTAL ASSETS:	<u><u>23,592.87</u></u>
LIABILITIES & EQUITY	
Equity	
Equity	
Opening Bal Equity	0.00
Retained Earnings	0.00
Total Equity:	<u>0.00</u>
Total Net Income:	<u>23,592.87</u>
Total Equity:	<u>23,592.87</u>
Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable:	<u>0.00</u>
Other Current Liability	
Customer Deposit	0.00
Total Other Current Liability:	<u>0.00</u>
Total Liabilities:	<u>0.00</u>
TOTAL LIABILITIES & EQUITY:	<u><u>23,592.87</u></u>

Charge/Credit Item List

The **Charge Credit Item List** provides a **list** of all **Charges, Credits, Payments, and Billing Packages**. The report includes the assigned account and dollar amount. **Filters:** Status. **Sorting Options:** Item Type, Description.



Charge/Credit Item List

10:40 AM

Demo Daycare Center

3/22/2017

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Item	COA #	Account	Amount
CHARGES			
Activity Fee		Other Income	\$5.00
After School Tuition		After School Tuition	\$45.00
Balance Forward		Tuition Income	\$0.00
Before School Tuition		Before School Tuition	\$25.00
Before/After School		Before/After School Tuition	\$55.00
Customer Deposit Charge		Customer Deposit	\$0.00
Diaper Fee		Other Income	\$3.00
Drop In Tuition		Drop In Tuition	\$0.00
Extended Hours Tuition		Extended Hours Tuition	\$3.75
Field Trips Fees		Field Trip Fees	\$0.00
Infant Full-Time		Infant Tuition	\$165.00
Infant Part-Time		Infant Tuition	\$105.00
Late Payment Fee		Late Payment Fees	\$10.00
Late Pick-Up Fees		Late Pick-Up Fee	\$10.00
Meals		Meals	\$15.00
NSF Check Fees		NSF Check Fees	\$25.00
NSF Fees		Savings Account	\$0.00
Parent Co-Pay		Parent Co-Pay	\$0.00
Preschool Full-Time		Preschool Tuition	\$150.00

COA Balance Summary

The **COA Balance Summary** is a list all **Accounts** in your **Chart of Accounts** with their account type and current balance. **Filters:** Account Status, Date. **Sorting Options:** Account Structure, Account Type, Account Number, Account Name.



COA Balance Summary

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

As of March 14, 2017

Account Name	COA #	Type	Balance
Accounts Payable		Accounts Payable	\$1,331.00
Accounts Receivable		Accounts Receivable	\$6,523.25
Bank of America		Bank	\$17,388.31
Checking Account		Bank	\$0.00
Savings Account		Bank	\$0.00
Customer Deposit		Other Current Liability	\$0.00
Expense Accounts		Expense	\$0.00
Advertising		Expense	-\$167.00
Automobile Expense		Expense	\$0.00
-----		-----	-----

[COA List](#)

A **Chart of Accounts** list in hierarchical order. **Filters:** Account, Status. **Sorting Options:** Account Structure, COA Number, Account Name.



COA List
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

Accounts Payable	Telephone
Accounts Receivable	Travel
Bank of America	Water
Checking Account	Insurance
Savings Account	Disability Insurance
Customer Deposit	Health Insurance
Expense Accounts	Liability Insurance
Advertising	Work Comp

[Deposit History](#)

The **Deposit History** is a list of deposits by date, with the bank account associated with the deposit, the Deposit ID for tracking, and the amount of the deposit. The payments included in the deposit are separated by payment type, and listed by date, account, and amount. **Filters:** Bank Account, Date Range, Deposit ID. **Customizations:** Deposit Details. **Sorting Options:** Deposit ID, Item, Deposit Date, Amount; Customer.

Date	Account	Deposit ID	Deposit Amount
9/9/2016	Checking	192145215	\$910.00
Check Payment			
9/9/2016	Greene, Leroy		\$100.00
9/9/2016	Jacobson, Patty		\$250.00
9/9/2016	Porter, Mary		\$50.00
9/9/2016	Scott, April		\$250.00
9/9/2016	Stewart, Barbara & Blake		\$260.00
		Subtotal:	\$910.00
9/19/2016	Checking	445045020	\$1,878.00
Check Payment			
9/19/2016	Foster, Cathy		\$150.00
9/19/2016	Greene, Leroy		\$350.00
9/19/2016	Jacobson, Patty		\$300.00
9/19/2016	Porter, Mary		\$250.00
9/19/2016	Scott, April		\$400.00

[Deposit Ticket](#)

The **Deposit Ticket** includes the Deposit ID, date, name of the bank, bank routing identifier (the bank account identification number entered in the **Account Information** dialog for the selected bank account). To enter a check number or bank identifier for an individual check, include the numbers in the comment field when receiving the payment. **Filters:** Bank Account, Date Range, Deposit ID. **Sorting Options:** Deposit ID, Item, Account, Deposit Date, Customer.

Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

DEPOSIT TICKET
 ID #493856536
 March 2, 2017

Bank of America Account: 125544125-01

Check Payment		
1 #32554	\$190.00	12/29/2016
Lee		
2 #7456	\$75.00	12/29/2016
Miller-Robins		
3 #3269	\$190.00	12/31/2016
Watson		
4 #9528	\$211.50	01/01/2017
Bailey		
5 #7489	\$75.00	

24	Thompson	\$434.00	01/30/2017
25	VanZant	\$500.00	01/30/2017
26	Watson	\$760.00	01/30/2017

Subtotal: **\$9,017.06**

Cash Payment			
27	Jensen	\$20.00	01/01/2017
28	Carter	\$90.00	01/05/2017
29	Lee	\$190.00	01/05/2017

Journal Detail (A/R & Income)

Journal Detail provides a list of transactions in your **Accounts Receivable** and **Income** account journals. Transactions are displayed by account and include postdate, **Item** description, **Family** name, **Child** name, **Comment**, **Date** created, **Amount**, and the **Balance** at the time of transaction, with a total for each journal. There is also an option to see which user last modified each transaction and when.

Filters: Date Range, Accounts. **Customizations:** Show Last Modified. **Sorting Options:** Account Name, Post Date, Sequence.



Journal Detail (A/R & Income)

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for 1/1/2017 - 12/31/2017

3:30 PM

3/1/2017

Item	Date	Last Modified Date	By	Family	Child	Comment	Amount	Balance
Accounts Receivable								
Credit Card Payment	1/1/2017	4/4/2013		Anderson			(\$195.00)	\$6,358.12
Check Payment	1/1/2017	4/4/2013		Bailey			(\$211.50)	\$5,951.62
Cash Payment	1/1/2017	4/4/2013		Jensen		#9528	(\$20.00)	\$5,931.62
Credit Card Payment	1/2/2017	4/9/2013		Thompson			(\$220.00)	\$5,711.62
Credit Card Payment	1/2/2017	4/9/2013		Mitchell			(\$509.05)	\$5,202.56
Preschool Full-Time	1/5/2017	4/3/2013		Anderson	Anderson, Joyce		\$150.00	\$5,352.56
After School Tuition	1/5/2017	4/3/2013		Anderson	Anderson, Michael		\$45.00	\$5,397.56
After School Tuition	1/5/2017	4/3/2013		Bailey	Bailey, Brianna		\$45.00	\$5,442.56
After School Tuition	1/5/2017	4/3/2013		Bailey	Bailey, Cindy		\$45.00	\$5,487.56
Toddler Full-Time Tuition	1/5/2017	4/3/2013		Bailey	Bailey, Tawny		\$145.00	\$5,632.56
Sibling Discount	1/5/2017	4/3/2013		Bailey		10% Discount	(\$23.50)	\$5,609.06
Parent Co-Pay	1/5/2017	4/3/2013		Carter			\$45.00	\$5,654.06
Preschool Full-Time	1/5/2017	4/3/2013			Murray, Shawn		\$105.00	\$5,759.06
Infant Full-Time	1/5/2017	4/3/2013			Carter, Claire		\$135.00	\$5,894.06
Preschool Part-Time	1/5/2017	4/3/2013			Carter, Carney	M,W,F	\$100.00	\$5,994.06
Parent Co-Pay	1/5/2017	4/3/2013		Murray	Murray, Shawn		\$45.00	\$6,039.06
Child Care Drop In-RT	1/5/2017	4/3/2013		Gonzales	Gonzales, Rachel	(11h 19m)	\$42.44	\$6,081.50
Parent Co-Pay	1/5/2017	4/3/2013		Jensen	Jensen, Jennifer		\$20.00	\$6,101.50
Toddler Full-Time Tuition	1/5/2017	4/3/2013		Johnson	Johnson, Bradley		\$145.00	\$6,246.50
Preschool Part-Time	1/5/2017	4/3/2013		Johnson	Johnson, Thomas		\$115.00	\$6,361.50
After School Tuition	1/5/2017	4/3/2013		Johnson	Johnson, Allen		\$45.00	\$6,406.50
Sibling Discount	1/5/2017	4/3/2013		Johnson		10% Discount	(\$30.50)	\$6,376.00

Journal Detail (Other)

Journal Detail is a list of **Accounts Payable** and other transactions in your journals. Transactions are displayed by **Account** name and transaction type, **Date**, **Check** number, **Vendor** name, **Comment**, split **Account**, and the balance at the time of transaction. A total for each journal is provided. (The **Date Range** filter operates on the postdate only.) **Filters:** Date Range, Accounts. **Customizations:** Show Last Modified. **Sorting Options:** Account Name, Post Date, Sequence.



Journal Detail (Other)

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

7:29 AM

3/14/2017

Date	Check	Vendor	Comment	Account	Amount	Balance
Accounts Payable						
2/27/2017		Insta-Print	Brochures	Advertising	\$167.00	\$167.00
2/27/2017		Costco Visa	Food	Food Supplies	\$325.00	\$492.00
3/2/2017		Liberty accounting	Year end Tax Prep.	Taxes	\$490.00	\$982.00
3/2/2017		Power Company	Feb. Electric Bill	Electric	\$349.00	\$1,331.00
Total Accounts Payable:					\$1,331.00	\$1,331.00
Advertising						
2/27/2017		Insta-Print	Brochures	Accounts Payable	\$167.00	\$167.00
Total Advertising:					\$167.00	\$167.00
Bank of America						
3/2/2017				Undeposited Funds	\$17,388.31	\$17,388.31
Total Bank of America:					\$17,388.31	\$17,388.31
Electric						
3/2/2017		Power Company	Feb. Electric Bill	Accounts Payable	\$349.00	\$349.00
Total Electric:					\$349.00	\$349.00
Food Supplies						
						\$0.00

Journal Summary

The **Journal Summary** report is a summary of debits and credits, and a net balance for each journal. **Filters:** Date Range. **Sorting Options:** Account Type, Structure.



Journal Summary

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

Accounts	Credit	Debit
Accounts Payable		
Accounts Payable		
Total	\$1,331.00	\$0.00
Net		\$1,331.00
Accounts Receivable		
Accounts Receivable		
Total	\$17,388.31	\$23,911.56
Net		\$6,523.25

[Profit and Loss Statement](#)

The **Profit and Loss Statement** (also called an **Income Statement**) displays your **Income**, **Expenses** and **Net Profit** or **Loss** (income minus expenses). **Filters:** Date Range. **Sorting Options:** Primitive Type, Structure.



Profit & Loss Statement
Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
Printed for (All dates included)

Income		
Discounts		(\$10.00)
Other Income	\$169.50	
Late Payment Fees	\$54.00	
Total Other Income		\$223.50
Tuition Income	\$52.00	
After School Tuition	\$1,745.00	
Before School Tuition	\$70.75	
Before/After School Tuition	\$325.00	
Discounts & Credits	(\$1,328.00)	
Drop In Tuition	\$559.70	
Infant Tuition	\$3,090.00	
Parent Co-Pay	\$795.00	
Preschool Tuition	\$8,260.00	
School Age Tuition	\$12,285.00	
Toddler Tuition	\$5,420.00	
Total Tuition Income		\$31,274.45
Total Income		\$31,487.95

[Specific Charge/Credit Summary](#)

The **Specific Charge/Credit** report is a summary of **Charge**, **Credit**, or **Payment** items billed during a specified time period, including a list of transactions and total for each item.

Filters: Customer, Child, Date, Family Group, Item. **Sorting Options:** Type of Charge, Charge/Credit Descriptions, Family Name.



Specific Charge/Credit Summary
Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
Printed for 1/1/2017 - 12/31/2017

7:32 AM
3/14/2017

<u>Date</u>	<u>Customer</u>	<u>Child</u>	<u>Comment</u>	<u>Amount</u>	<u>Total</u>
Charges					
<u>After School Tuition</u>					
1/5/2017	Bailey	Bailey, Brianna		45.00	
1/5/2017	Bailey	Bailey, Cindy		45.00	
1/12/2017	Bailey	Bailey, Brianna		45.00	
1/12/2017	Bailey	Bailey, Cindy		45.00	
1/19/2017	Bailey	Bailey, Brianna		45.00	
1/19/2017	Bailey	Bailey, Cindy		45.00	
1/26/2017	Bailey	Bailey, Brianna		45.00	
1/26/2017	Bailey	Bailey, Cindy		45.00	
1/26/2017	Bailey	Bailey, Brianna		45.00	
1/26/2017	Bailey	Bailey, Cindy		45.00	
1/30/2017	Bailey	Bailey, Brianna		45.00	
1/30/2017	Bailey	Bailey, Cindy		45.00	
1/5/2017	Lee	Lee, Miranda	2 days per week	45.00	
1/12/2017	Lee	Lee, Miranda	2 days per week	45.00	

Specific Charges Paid Summary

The **Specific Charges Paid Summary** is a list of charges, including **Amount Paid**, **Amount Unpaid**, and a **Count** and **Total** for each charge. Charges with no payments for the date range selected are not displayed. **Filters:** Charge Type, Payment Date, Payment Type.
Customizations: Group by Payment.



Specific Charges Paid Summary Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for 1/1/2017 - 12/31/2017

After School Tuition

Family or Other Payor	Paid Amount	Unpaid Amount	Count
Anderson	\$270.00	\$0.00	8
Bailey	\$540.00	\$0.00	12
Johnson	\$186.50	\$0.00	5
Lee	\$270.00	\$0.00	7
Charge Type Totals:	\$1,266.50	\$0.00	32

Before/After School

Family or Other Payor	Paid Amount	Unpaid Amount	Count
Thompson	\$385.00	\$0.00	7
Charge Type Totals:	\$385.00	\$0.00	7

Child Care Drop In-AH

Family or Other Payor	Paid Amount	Unpaid Amount	Count
Dennis	\$252.88	\$488.12	1

Total Charge/Credit Summary

The **Total Charge/Credit Summary** is a summary of **Charges**, **Credits**, and **Payment Items** over a specific period of time., as well as beginning and ending **Balances**. **Filters:** Date Range. **Sorting Options:** Type of Charge, Charge/Credit Description.



Total Charge/Credit Summary Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for 1/1/2017 - 12/31/2017

Sum of Debit Balances:	\$5,718.12	(Customers who OWE YOU money)
Sum of Credit Balances:	\$0.00	(Customers who have a CREDIT)
Balance Forward:	\$5,718.12	

Item	Amount	Count
Charges		
After School Tuition	\$1,350.00	30
Before/After School	\$330.00	6
Infant Full-Time	\$1,800.00	12
Infant Part-Time	\$630.00	6
Parent Co-Pay	\$660.00	18
Preschool Full-Time	\$4,230.00	30
Preschool Part-Time	\$2,670.00	24
Toddler Full-Time Tuition	\$2,755.00	19
Toddler Part-Time Tuition	\$1,140.00	12

Total Charge Paid Summary

The **Total Charges Paid Summary** provides a list of **Paid Items**, **Paid Amount**, **Unpaid Amount**, and the **Count** and **Total** for each item. Charges with no payments for the date range selected are not displayed. **Filters:** Payment Date. **Customizations:** Group by Payment. **Sorting Options:** None.



Total Charges Paid Summary Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

Paid Item	Paid Amount	Unpaid Amount	Count
After School Tuition	\$1,311.50	\$0.00	33
Before/After School	\$385.00	\$0.00	7
Child Care Drop In-AH	\$252.88	\$488.12	1
Child Care Drop In-RT	\$402.43	\$13.06	11
Diaper Fee	\$40.00	\$0.00	1
Infant Full-Time	\$1,155.00	\$0.00	8
Infant Part-Time	\$735.00	\$0.00	8
Parent Co-Pay	\$455.00	\$0.00	14
Preschool Full-Time	\$3,582.50	\$317.50	30
Preschool Part-Time	\$1,600.00	\$95.00	17
School Age Tuition	\$3,795.00	\$0.00	13
Toddler Full-Time Tuition	\$2,344.00	\$191.50	19
Toddler Part-Time Tuition	\$1,330.00	\$0.00	14
Totals:	\$17,388.31	\$1,105.18	176

Transaction Audit

The **Transaction Audit Report** lists the complete transaction table for auditing purposes.

Trxn #	Receipt #	Date	Journal Type	Credit Amt	Debit Amt	Voided	Voided Amt	Account	Item Name	Customer Nam
0		12/29/2016	A/R	\$0.00	\$300.00			Accounts Receivable	Toddler Part-Time Tuition	
1		12/29/2016	Income	\$300.00	\$0.00			Toddler Tuition	Toddler Part-Time Tuition	
2		12/29/2016	A/R	\$0.00	\$455.00			Accounts Receivable	School Age Tuition	Gonzales
3		12/29/2016	Income	\$455.00	\$0.00			School Age Tuition	School Age Tuition	Gonzales
4		12/29/2016	A/R	\$0.00	\$40.00			Accounts Receivable	Diaper Fee	Lee
5		12/29/2016	Income	\$40.00	\$0.00			Other Income	Diaper Fee	Lee
6		12/29/2016	A/R	\$0.00	\$227.50			Accounts Receivable	School Age Tuition	Miller-Robins
7		12/29/2016	Income	\$227.50	\$0.00			School Age Tuition	School Age Tuition	Miller-Robins
8		12/29/2016	A/R	\$0.00	\$455.00			Accounts Receivable	School Age Tuition	Ming
9		12/29/2016	Income	\$455.00	\$0.00			School Age Tuition	School Age Tuition	Ming
10		12/29/2016	A/R	\$0.00	\$455.00			Accounts Receivable	School Age Tuition	Mitchell
11		12/29/2016	Income	\$455.00	\$0.00			School Age Tuition	School Age Tuition	Mitchell
12		12/29/2016	A/R	\$0.00	\$455.00			Accounts Receivable	School Age Tuition	Davidson

Trial Balance

Trial Balance displays a trial balance of your accounts as of a specific date. The report shows the amount of each account in **Debit** and **Credit** format and a net value to indicate whether the account is in balance.

Filters: Date Range. **Sorting Options:** Account Type, Accounting Tree.



Trial Balance Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
Printed for (All dates included)

1:23 PM

9/23/2016

Account	Type	Debits	Credits
Accounts Payable	Accounts Payable		\$0.00
Accounts Receivable	Accounts Receivable	\$11,921.58	
Bank of America	Bank	\$10,568.31	
Expense Accounts	Expense	\$125.00	
Electric	Expense	\$100.00	
Equipment Repairs	Expense	\$50.00	
Food Supplies	Expense	\$211.00	
Office Supplies	Expense	\$44.00	
Postage and Delivery	Expense	\$40.00	
Insurance	Expense	\$0.00	
Interest Expense	Expense	\$0.00	

Voiced Transactions

Voiced Transactions is a list of all voided transactions for the date range selected. The **Post Date, Void Date, Item, Payor, Comment, and Amount** are displayed. **Filters:** Date Posted, Item, Payor, User Initials. **Sorting Options:** Item, Date, Payor, User Initials.



Voiced Transactions Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Post Date	Void Date	Initials	Item	Payor	Comment	Amount
1/20/2017	04/04/2013		Cash Payment	Anderson	VOIDED	345.00
Total:						345.00
Void Count:						1

Accounting-(Expenses)

A/P Aging Detail

Accounts Payable Aging Detail is a list of monies owed, grouped by age, which is based on the due date. Fields included are: **Type** (of charge), **Date** (of bill), **Vendor**, **Comments**, **Due Date**, **Aging** (days), **Open Balances**. **Filters:** #Days, Date. **Sorting Options:** Age, Vendor ID, Vendor, Open Balance.



A/P Aging Detail Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

As of March 14, 2017

1:43 AM

3/14/2017

Type	Date	Vendor	Comments	Due Date	Aging	Open Balance
Current						
Bill Charge	3/2/2017	Liberty accounting	Year end Tax Prep.	3/24/2017		\$490.00
Bill Charge	2/27/2017	Costco Visa	Food	3/17/2017		\$325.00
Bill Charge	2/27/2017	Insta-Print	Brochures	3/2/2017	12	\$167.00
Bill Charge	3/2/2017	Power Company	Feb. Electric Bill	3/2/2017	12	\$349.00
Total 1 - 60						\$1,331.00
TOTAL						\$1,331.00

Transaction Count: 4

A/P Aging Summary

Accounts Payable Aging Summary provides the **Current** accounts payable balance for each vendor and a summary of unpaid bills, in each customizable category (default: current, 1-30 days, 31-60 days, 61-90 days, over 90 days and total). **Filters:** # Days, Date.

Sorting Options: Vendor, Vendor ID, Age.



A/P Aging Summary Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

As of September 23, 2016

1:48 PM

9/23/2016

Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL

[Purchases by Vendor in Detail](#)

The **Purchases by Vendor Detail** report provides information about your vendors, and the purchases you have made from them for the date range selected. **Filters:** Date Range, Vendor. **Sorting Options:** Company, Post Date, Sequence.



Purchases by Vendor Detail

7:45 AM

Demo Daycare Center

3/14/2017

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

Account	Type	Date	Check	Comment	Amount
Costco Visa					
Food Supplies		2/27/2017		Food	325.00
Total Costco Visa					325.00
Insta-Print					
Advertising		2/27/2017		Brochures	167.00
Total Insta-Print					167.00
Liberty accounting					
Taxes		3/2/2017		Year end Tax Prep.	490.00
Total Liberty accounting					490.00
Power Company					

[Purchases by Vendor Summary](#)

The **Purchases by Vendor Summary** report provides information about your vendors and the purchases you have made from them, including individual and final totals. **Filters:** Date Range, Vendor. **Sorting Options:** Vendor, Total.

Purchases by Vendor Summary

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
Printed for: (All dates included)

Vendor	Total
Liberty accounting	490.00
Power Company	349.00
Costco Visa	325.00
Insta-Print	167.00
TOTAL	1,331.00

[Reconciled Transaction \(Detail\)](#)

The **Reconciled Transactions (Detail)** report shows a list of your bank accounts and transactions therein that were posted during the selected date range, indicating and totaling the transactions that have and have not been reconciled. **Filters:** Account, Cleared Status, Customer, Date, Vendor. **Sorting Options:** Account, Cleared, Type, Date.



Reconciled Transactions (Detail)

3:01 PM

Demo Daycare Center

3/22/2017

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

Bank of America

Beginning Balance						0.00
Uncleared Transactions						
<i>Deposits and Credits</i>						
Type	Date	Number	Customer/Vendor Name	Cleared	Amount	Balance
Deposit	3/2/2017	493856536		<input type="checkbox"/>	17,388.31	17,388.31
Total Deposits and Credits					1 item	17,388.31
Total Uncleared Transactions						17,388.31
Ending Balance						17,388.31

Transaction List by Vendor

The **Transaction List by Vendor** is a list of vendor transactions including: transaction **Type**, **Date** of Post, **Check Number**, **Comment**, **Split Account**, **Cleared** status, and **Amount**. **Filters:** Date Range, Vendor. **Sorting Options:** Vendor, Vendor ID, Post Date, Sequence.



Transaction List by Vendor

3:45 PM

Demo Daycare Center

3/22/2017

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for 11/1/2016 - 3/26/2017

Type	Date	Check	Comment	Account	Clr	Split	Amount
Bell Telephone							
	3/1/2017		February Phone Bill	Accounts Payable		Telephone	(199.00)
Costco Visa							
	2/27/2017		Food	Accounts Payable		Food Supplies	(325.00)
Green Clean							
	2/27/2017		Janitorial Service for Feb.	Accounts Payable		Janitorial Expenses	(125.00)
Insta-Print							
	2/27/2017		Brochures	Accounts Payable		Advertising	(167.00)
Liberty accounting							
	3/2/2017		Year end Tax Prep.	Accounts Payable		Taxes	(490.00)
	3/14/2017			Accounts Payable		Accounting Fees	(650.00)
Power Company							
	3/2/2017		Feb. Electric Bill	Accounts Payable		Electric	(349.00)
	3/14/2017			Accounts Payable		Electric	(265.00)
Texasco							

Unpaid Bills

The **Unpaid Bills** report lists each vendor and the amount owed. **Filters:** Date, Vendor. **Sorting Options:** Company, Post Date, Sequence



Unpaid Bills

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

As of Tuesday, March 14, 2017

Type	Date	Comment	Due Date	Aging	Open Balance
Costco Visa					
	2/27/2017	Food	3/17/2017		325.00
					325.00
Insta-Print					
	2/27/2017	Brochures	3/2/2017	15	167.00
					167.00
Liberty accounting					
	3/2/2017	Year end Tax Prep.	3/24/2017		490.00
					490.00
Power Company					
	3/2/2017	Feb. Electric Bill	3/2/2017	12	349.00
					349.00

Vendor Balance Detail

The **Vendor Balance Detail** report includes: **Vendor Name, Date, Check Number, Account, Amount, and Balance Due.** **Filters:** Date Range, Vendor. **Sorting Options:** Company, Post Date, Sequence.



Vendor Balance Detail

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

Type	Date	Check	Account	Amount	Balance
Bell Telephone					
Bill Charge	3/1/2017		Accounts Payable	199.00	199.00
Total Bell Telephone				199.00	199.00
Costco Visa					
Bill Charge	2/27/2017		Accounts Payable	325.00	325.00
Total Costco Visa				325.00	325.00
Green Clean					
Bill Charge	2/27/2017		Accounts Payable	125.00	125.00
Total Green Clean				125.00	125.00
Insta-Print					
Bill Charge	2/27/2017		Accounts Payable	167.00	167.00
Total Insta-Print				167.00	167.00
Liberty accounting					
Bill Charge	3/2/2017		Accounts Payable	490.00	490.00
Bill Charge	3/14/2017		Accounts Payable	184.00	184.00

Vendor Balance Summary

The **Vendor Balance Summary** provides balance due total for each vendor, based on the date indicated. **Filters:** Date, Vendor. **Sorting Options:** Vendor, Balance.

Vendor Balance Summary

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
As of March 14, 2017

Vendor	Total
Bell Telephone	199.00
Costco Visa	325.00
Green Clean	125.00
Insta-Print	167.00
Liberty accounting	490.00
Power Company	614.00
Texaco	184.00
TOTAL	2,104.00

Vendor Directory

The **Vendor Directory** provides a list of **Vendors**, their **Address**, **Contact** and **Phone Number**. **Filters:** Vendor. **Sorting Options:** Vendor Name, Contact Last Name, Contact First Name, City, State, ZIP Code.



Vendor Directory Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Vendor	Address	Contact	Phone
Bank of America	142 Main St Medford, OR 97522		(541) 555-2312 x1
Bell Telephone	646 Valley View Eugene, OR 97401		(555) 555-1212 x1
Child Care Information Exchange	1600 Ave. G Redmond, WA 98052		(425) 881-1390 x1
Costco Visa			x1
Green Clean		King, Jim	(541) 562-4444 x1
Insta-Print		Ramish, Syed	(541) 452-9999 x1
Liberty accounting	34 Jackson St Medford, OR 97503	Roberts, CPA, Chris	x1
Light Touch Photos	78 Commercial Way Phoenix, OR 97535	Patricia, Jenkins	(555) 555-4525 x1
NAFVC	13131 St N.W. Ste 500		(202) 232-8777 x1

Accounting-(Income)

A/R Aging Detail

Accounts Receivable Aging Detail provides a list of each unpaid charge and unused credit, grouped by the age of the charge or credit. A total for each 'aging' group is given, as well as a total of all unpaid charges and all unused credits. **Filters:** # of Days, Date, Status. **Sorting Options:** Age, Family, Item, Child, Balance.



A/R Aging Detail Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

As of March 14, 2017

10:48 AM

3/14/2017

Item	Date	Family	Child	Due Date	Aging	Open Balance
8 - 14						
Toddler Full-Time Tuition	2/22/2017	Carter	Carter, Carney	3/1/2017	13	\$145.00
Total 8 - 14						\$145.00
> 21						
After School Tuition	1/30/2017	Anderson	Anderson, Michael	2/6/2017	36	\$45.00
Preschool Full-Time	1/30/2017	Anderson	Anderson, Joyce	2/6/2017	36	\$140.00
Preschool Full-Time	1/30/2017	Davidson	Davidson, Daniel	2/6/2017	36	\$50.00
Child Care Drop In-RT	1/30/2017	Gonzales	Gonzales, Rachel	2/6/2017	36	\$13.06
After School Tuition	1/30/2017	Johnson	Johnson, Allen	2/6/2017	36	\$45.00
Preschool Part-Time	1/30/2017	Johnson	Johnson, Thomas	2/6/2017	36	\$115.00
Toddler Full-Time Tuition	1/30/2017	Johnson	Johnson, Bradley	2/6/2017	36	\$145.00

A/R Aging Summary

Accounts Receivable Aging Summary is the accounts receivable balance for each customer and a summary of their unpaid charges in customizable increments of time (the Default settings are: Current, 1-30 days, 31-60 days, 61-90 days, over 90 days and Total). **Filters:** Balance Due, # Days, Date, Status. **Sorting Options:** None.



A/R Aging Summary Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

10
3/

As of March 14, 2017

	Current	1 - 7	8 - 14	15 - 21	> 21	TOTAL
Anderson	\$0.00	\$0.00	\$0.00	\$0.00	\$185.00	\$185.00
Carter	\$0.00	\$0.00	\$145.00	\$0.00	\$0.00	\$145.00
Davidson	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Gonzales	\$0.00	\$0.00	\$0.00	\$0.00	\$224.06	\$224.06
Johnson	\$0.00	\$0.00	\$0.00	\$0.00	\$521.50	\$521.50
Ming	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00	\$280.00
Mitchell	\$0.00	\$0.00	\$0.00	\$0.00	\$512.82	\$512.82
Murray	\$0.00	\$0.00	\$0.00	\$0.00	\$315.00	\$315.00
Papas	\$0.00	\$0.00	\$0.00	\$0.00	\$777.37	\$777.37
Reeder	\$0.00	\$0.00	\$0.00	\$0.00	\$277.50	\$277.50
Snyder	\$0.00	\$0.00	\$0.00	\$0.00	\$310.00	\$310.00
VanZant	\$0.00	\$0.00	\$0.00	\$0.00	\$245.00	\$245.00
TOTAL	\$0.00	\$0.00	\$145.00	\$0.00	\$3,698.25	\$3,843.25

Customer Count: 12

Account Activity Detail (Family)

Family Account Activity provides a list of Charge, Credit, and Payment item amounts, with an Ending Balance for each family during the specified time period. **Filters:** Balance, Date Range, Family, First Contact, Group, Source, Status.

Account Activity Detail (Family)

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

Anderson	Balance Forward	0.00
After School Tuition		315.00
Cash Payment		(195.00)
Check Payment		(595.00)
Credit Card Payment		(390.00)
Preschool Full-Time		1,050.00
Ending Balance		185.00
Bailey	Balance Forward	0.00
After School Tuition		630.00
Check Payment		(680.50)
Credit Card Payment		(800.00)
Sibling Discount		(164.50)
Toddler Full-Time Tuition		1,015.00
Ending Balance		0.00
Carter	Balance Forward	0.00

Account Activity Detail (Other Payer)

Other Payer Account Activity provides a list of Charge, Credit, and Payment item amounts for each Other Payer for the specified time period. **Filters:** Balance, Date Range, Other Payer, Status. **Sorting Options:** Family Name, Charge/Credit Item.

Account Activity Detail (Other Payor)

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for 1/1/2016 - 12/31/2017

Social Services	Balance Forward	0.00
After School Tuition		90.00
Before School Tuition		25.00
Before/After School		110.00
Check Payment		(175.00)
Ending Balance		50.00
Total Balances		50.00

Account Activity Summary (Family)

The Account Activity Summary for families shows the Beginning Balances, all the Charges, Credits, Payments, and includes an Ending Balance for the date range selected. This report can be used to confirm charges and credits incurred within a date range. **Filters:** Balance, Date Range, Family, Group, Source, Status. **Sorting Options:** Family, Tuition Charges, Other Charges, Credits, Payments, Deposits, Deposit Refunds.



Account Activity Summary (Family)

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

9:46 AM

12/21/2016

Name	Beginning Balance	Tuition Charges	Other Charges	Tuition Credits	Other Credits	Payments	Deposits	Deposit Refunds	Ending Balance
Anderson/Smith	0.00	1,285.00	61.50	80.00	0.00	1,309.00	0.00	0.00	(22.50)
Bailey	0.00	1,750.00	0.00	164.50	0.00	1,211.50	0.00	0.00	374.00
Carter	0.00	315.00	3.00	0.00	0.00	273.00	0.00	0.00	45.00
Davidson	0.00	2,495.75	0.00	0.00	0.00	1,155.00	0.00	0.00	1,340.75
Gonzales	0.00	1,498.19	0.00	0.00	0.00	552.19	0.00	0.00	946.00
Jensen	0.00	140.00	0.00	0.00	0.00	80.00	0.00	0.00	60.00
Johnson	0.00	2,160.00	10.50	213.50	0.00	1,000.00	0.00	0.00	957.00
Jane. caotrick	0.00	155.83	7.50	0.00	0.00	19.50	0.00	0.00	143.83
Lee	0.00	1,050.00	123.00	0.00	0.00	570.00	0.00	0.00	603.00
Miller-Robins	0.00	682.50	0.00	0.00	0.00	225.00	0.00	0.00	457.50
Mino	0.00	2,380.00	0.00	0.00	0.00	890.00	0.00	0.00	1,490.00
Mitchell	0.00	1,529.94	0.00	0.00	0.00	509.06	0.00	0.00	1,020.88
Murray	0.00	345.00	0.00	0.00	0.00	0.00	0.00	0.00	345.00

Account Activity Summary (Other Payer)

The Account Activity Summary for Other Payers shows the Beginning Balances, Total Charges, Total Credits, Total Payments, Total Deposits, and Ending Balance for the date range selected. Can be used to confirm charges and credits incurred during a specific date range. **Filters:** Balance, Date Range, Other Payer, Status. **Sorting Options:** Family, Tuition Charges, Other Charges, Tuition Credits, Other Credits, Payments, Deposits, Deposit Refunds.



Account Activity Summary (Other Payor)

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed for (All dates included)

11:18 AM

3/14/2017

Name	Beginning Balance	Tuition Charges	Other Charges	Tuition Credits	Other Credits	Payments	Deposits	Deposit Refunds	Ending Balance
Social Services	0.00	225.00	0.00	0.00	0.00	175.00	0.00	0.00	50.00
	0.00	225.00	0.00	0.00	0.00	175.00	0.00	0.00	50.00

Balance Summary (Family)

The **Balance Summary (Family)** report provides a list of each customer's account balance, and includes **Total Debits** and **Credits** for all **Customers** and **Total Balances Due**. **Filters:** Customer, Date, Group, Status, Current/Deleted Families, Minimum Balance, Maximum Balance, Zero Balance, List Security Deposit, Exclude Rapid Tuition Customers. **Sorting Options:** Customer Name, Balance.



As of March 14, 2017

Balance Summary (Family)

Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

11:22 AM

3/14/2017

Total Debits	3,843.25
Total Credits	0.00
TOTAL BALANCES	3,843.25
Total Deposits	0.00

<u>Customer</u>	<u>Balance</u>	<u>Deposit</u>
Anderson	185.00	0.00
Carter	145.00	0.00
Davidson	50.00	0.00
Gonzales	224.06	0.00
Johnson	521.50	0.00
Ming	280.00	0.00
Mitchell	512.82	0.00
Murray	315.00	0.00
Papas	777.37	0.00
Reeder	277.50	0.00

Balance Summary (Other Payer)

The **Balance Summary (Other Payer)** report provides a list of each payer's account balance. **Filters:** Customer, Date, Status, Minimum Balance, Maximum Balance, Zero Balance. **Sorting Options:** Customer Name, Balance_



As of March 14, 2017

Balance Summary (Other Payor)

Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

11:30 AM

3/14/2017

Total Debits	375.00
Total Credits	0.00
TOTAL BALANCES	375.00

<u>Customer</u>	<u>Balance</u>
Social Services	375.00

Billing Forecast

Billing Forecast provides a summary of all charges by billing cycle entered in the **Family Contract Charges**. This report is used to forecast future revenues. **Filters:** Billing Cycle, Status. **Sorting Options:** Billing Cycle (Internal), Charge Type (Internal), Item Type.



Billing Forecast

Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

11:41 AM

3/14/2017

Monthly

Charges	Total	Found
Diaper Fee	\$40.00	1
School Age Tuition	\$4,095.00	10
Toddler Part-Time Tuition	\$300.00	1
Total Monthly Charges:	\$4,435.00	12
Credits	Total	Found
Employee Discount	(\$300.00)	1
Total Monthly Credits:	(\$300.00)	1
Monthly Cycle Total:	\$4,135.00	13

Billing History

Billing History provides a history of prior **Batch Billing** activity sorted by **Date**, method (**Batch Bill Type**), and cycle. **Filters:** Cycle, Post Date, Show Details. **Sorting Options:** Batch, Child, Item, Date, Family.



Billing History
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

11:42 AM
 3/14/2017

3/14/2017 Bill Contract Charges

Attributes		Filters		
Due Date: 3/21/2017	Variable: 1	Family Status: Active		
Cycle: Weekly				
Item	Payor	Child	Comments	Amount
Preschool Full-Time		Murray, Shawn		105.00
Preschool Full-Time	Anderson	Anderson, Joyce		150.00
After School Tuition	Anderson	Anderson, Michael		45.00
Toddler Full-Time Tuition	Bailey	Bailey, Tawny		145.00
After School Tuition	Bailey	Bailey, Brianna		45.00
After School Tuition	Bailey	Bailey, Cindy		45.00
Sibling Discount	Bailey		10% Discount	(23.50)
Preschool Part-Time	Carter	Carter, Carney		115.00
Preschool Full-Time	Davidson	Davidson, Daniel		150.00
Child Care Drop In-RT	Gonzales	Gonzales, Rachel	(1/23/2017-1/29/2017, 6h 7m)	22.94

Charge/Credit Summary (Family)

Family Charge/Credit Summary provides a separate summary of **Charges**, **Credits**, and **Payments** for each family for the period specified. It also includes your center's **Federal** and **State Tax IDs**. **Filters:** Date, Family, Group, Status. **Customizations:** Custom Message. **Sorting Options:** Name, Type of Charge, Charge/Credit Description.



Charge/Credit Summary (Family)
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100
 Printed for (All dates included)

2:36 PM
 10/5/2016

Federal Tax ID: 1234567
 State Tax ID: 83-123456

Item	Amount	Count
Family: Anderson/Smith		
Charges		
After School Tuition	270.00	6
Drop In Tuition	15.00	1
Late Payment Fee	54.00	1
Preschool Full-Time	930.00	6
Subtotal:	1,269.00	
Credits		
discount	(10.00)	1
Sibling Discount	(50.00)	2
Subtotal:	(60.00)	
Payments		
Cash Payment	(260.00)	2
Check Payment	(195.00)	1
Credit Card Payment	(854.00)	5
Subtotal:	(1,309.00)	
Total:	(100.00)	

Charge/Credit Summary (Other Payer)

Other Payer Charge/Credit Summary provides a summary of **Charges**, **Credits**, and **Payments** for each **Other Payer** for the period specified. It also includes your center's **Federal** and **State Tax IDs**. **Filters:** Date, Other Payer, Status. **Customizations:** Custom Message. **Sorting Options:** Name, Type of Charge, Charge/Credit Description.



Charge/Credit Summary (Other Payor)
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100
 Printed for (All dates included)

11:
 3/14

Federal Tax ID: 1234567
 State Tax ID: 83-123456

Item	Amount	Count
Agency: Social Services		
Charges		
After School Tuition	90.00	2
Before School Tuition	25.00	1
Before/After School	435.00	3
Subtotal:	550.00	
Payments		
Check Payment	(175.00)	1
Subtotal:	(175.00)	
Total:	375.00	

Contract Charge Discrepancies

Contract Charge Discrepancies provides a list of active children without Contract Charges, and a list of **Non-Active Children** with contract charges.



Contract Charge Discrepancies Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100

3:23 PM
12/21/2016

Active Children without Contract Charges

Family	Child	Program	Classroom
Carter	Carter, Carney	Preschool	Dandelions
Carter	Carter, Claire	Infant	Bizzy Babies
Jensen	Jensen, Jennifer	Toddler	Three's
Murray	Murray, Shawn	Child Care	Leap Frogs

Non-Active Children with Contract Charges

Family	Child	Program	Classroom	Payor	Amount
Papas	Papas, Benjamin	Drop-In	Bizzy Babies	Papas	\$0.00
Thompson	Thompson, Cassandra	Before & After Care	School Kids Club	Thompson	\$55.00

Contract Charges

The **Contract Charge** report is a list of **Charges** and **Credits** assigned for all children within each family. Information provided includes: **Billing Cycle**, **Item** description, **Child**, **Payor**, **Amount** of charge or credit item, and comment field. **Filters:** Balance, Family, First Contact, Group, Source, Status, Billing Cycle. **Customizations:** Contract Charges. **Sorting Options:** Customer ID, Family Name, Billing Cycle, Item.



Contract Charges Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100

11:51 AM
3/14/2017

Cycle	Item	Child	Payor	Amount
Johnson				
Weekly	After School Tuition	Johnson, Allen	Johnson	\$45.00
	<i>Comment:</i>			
Weekly	Preschool Part-Time	Johnson, Thomas	Johnson	\$115.00
	<i>Comment:</i>			
Weekly	Sibling Discount		Johnson	-\$30.50
	<i>Comment: 10% Discount</i>			
Weekly	Toddler Full-Time Tuition	Johnson, Bradley	Johnson	\$145.00
	<i>Comment:</i>			
				Total Weekly: \$274.50
Lee				
Monthly	Diaper Fee	Lee, Molly	Lee	\$40.00
	<i>Comment:</i>			
				Total Monthly: \$40.00
Weekly	After School Tuition	Lee, Miranda	Lee	\$45.00
	<i>Comment: 2 days per week</i>			
Weekly	Infant Part-Time	Lee, Molly	Lee	\$105.00
	<i>Comment:</i>			
				Total Weekly: \$150.00

Contract Charges by Item

The **Contract Charges by Item** Report includes: Cycle, Item description, Family, Child, Payor, and the Amount of charge or credit. **Filters:** Balance, Billing Cycle, Family, Group, Item, Source, Status. **Sorting Options:** Charge Credit Item, Billing Cycle, Family, Child.



Contract Charges by Item Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100

11:52 AM
3/14/2017

Cycle	Family	Child	Payor	Amount
Preschool Full-Time				
Weekly	Anderson	Anderson, Joyce	Anderson	\$150.00
Weekly	Davidson	Davidson, Daniel	Davidson	\$150.00
Weekly	Murray	Murray, Shawn		\$105.00
Weekly	Papas	Papas, Brandon	Papas	\$150.00
Weekly	Reeder	Reeder, Danieka	Reeder	\$150.00
				Total: \$705.00
				Total Preschool Full-Time: \$705.00
Sibling Discount				
Weekly	Bailey		Bailey	-\$23.50
Weekly	Johnson		Johnson	-\$30.50
				Total: (\$54.00)
				Total Sibling Discount: (\$54.00)
Toddler Full-Time Tuition				
Weekly	Bailey	Bailey, Tawny	Bailey	\$145.00
Weekly	Johnson	Johnson, Bradley	Johnson	\$145.00
Weekly	Ming	Ming, Brian	Ming	\$145.00
				Total: \$435.00

Payment/Charge Summary

The **Payment/Charge Summary** provides a list of payments and the charges they were applied to, and includes payments without associated charges. **Filters:** Date Range, Customer, Family Group, Payment Item. **Sorting Options:** Customer, Posted Date, Transaction (Internal).



Payment/Charge Summary Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
Printed for 12/1/2016 - 12/31/2016

2:29 PM
12/22/2016

Date	Customer / Child	Item	Comment	Amount
12/3/2016	Anderson	Check Payment	#62865	\$195.00
	Anderson, Michael	After School Tuition	#62865	\$45.00
	Anderson, Joyce	Preschool Full-Time	#62865	\$150.00
		Amount not applied to charges:		\$0.00
12/9/2016	Anderson	Cash Payment		\$195.00
	Anderson, Michael	After School Tuition		\$45.00
	Anderson, Joyce	Preschool Full-Time		\$150.00
		Amount not applied to charges:		\$0.00
12/17/2016	Anderson	Credit Card Payment		\$195.00
	Anderson, Michael	After School Tuition		\$45.00
	Anderson, Joyce	Preschool Full-Time		\$150.00
		Amount not applied to charges:		\$0.00
12/23/2016	Bailey	Credit Card Payment		\$800.00
	Bailey, Brianna	After School Tuition		\$45.00

Statement (Family)

Family Statement is a report of each family's account, and includes: the **Beginning Balance** (prior to the statement date), **Debits** (new charges), **Credits** (payments received), and **Balance** (as of the statement date). **Family Statements** include your center's **Federal and State Tax IDs** as well as the name and address of both the **Primary and Secondary Sponsors**. **Filters:** Balance, Date, Family, First Contact, Group, Source, Status. **Customizations:** Custom Message. **Sorting Options:** Family Name, Posted Date, Transaction_Number.



Statement Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

2:39 PM
10/5/2016

Printed for 9/4/2016 - 9/11/2016

Federal Tax ID: 1234567
State Tax ID: 83-123456

Sandy Anderson
525 Cherry Street
Phoenix, OR 97535

Post Date	Due	Item	Child	Comment	Beginning Balance:	Debit	Balance
10/4/2016	9/8/2016	Preschool Full-Time	Anderson, Joyce			150.00	150.00
10/4/2016	9/8/2016	After School Tuition	Anderson, Michael			45.00	195.00
10/7/2016		Credit Card Payment			195.00		0.00
10/11/2016	9/15/2016	Preschool Full-Time	Anderson, Joyce			150.00	150.00
10/11/2016	9/15/2016	After School Tuition	Anderson, Michael			45.00	195.00
					195.00	390.00	
					Statement Ending Balance:		\$195.00

Statement (Other Payer)

The **Other Payer Statement** is a report of each **Other Payer's** account, and includes the **Beginning Balance** (prior to the statement date), **Debits** (new charges), **Credits** (payments received), and the **Balance** (as of the statement date). **Other Payer Statements** include your center's **Federal and State Tax IDs** as well as the name and address of the other payer contact. **Filters:** Balance, Date, Other Payer, Status. **Customizations:** Custom Message. **Sorting Options:** Other Payer Name, Posted Date, Transaction Number.



Statement
Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

12:00 PM
3/14/2017

Printed for 3/1/2017 - 3/31/2017

Federal Tax ID: 1234567
State Tax ID: 83-123456

Social Services
1200 State Street
Salem, OR 97301

Post Date	Due	Item	Child	Comment	Beginning Balance:		Balance
					Credit	Debit	
3/14/2017	3/21/2017	After School Tuition	Bailey, Cindy		45.00		45.00
3/14/2017	3/21/2017	After School Tuition	Bailey, Tawny		45.00		90.00
3/14/2017	3/21/2017	Before School Tuition	Bailey, Tawny		25.00		115.00
3/14/2017	3/21/2017	Before/After School	Johnson, Allen		55.00		170.00
3/14/2017	3/21/2017	Before/After School	Johnson, Bradley		55.00		225.00
3/14/2017		Check Payment			175.00		50.00
3/14/2017	3/21/2017	Before/After School				325.00	375.00
					175.00	550.00	
					Statement Ending Balance:		\$375.00

Tax Statement

Tax Statement provides a summary of payments for each family for the period specified. It also includes your center's **Federal and State Tax IDs**. **Filters:** Balance, Date, Family, First Contact, Group, Source, Status. **Customizations:** Custom Message. **Sorting Options:** Primary Sponsor, Payment Item.



Tax Statement
Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
Printed for (All dates included)

9:54 AM
10/26/2016

Federal Tax ID: 1234567
State Tax ID: 83-123456

Anderson, Sandy
525 Cherry Street
Phoenix, OR 97535

Secondary Sponsor: Anderson, Mike
525 Cherry Street
Phoenix, OR 97535

Payment Item	Amount	Count
Cash Payment	260.00	2
Check Payment	195.00	1
Credit Card Payment	854.00	5
Payments Total:	1,309.00	

Tax Statement (Itemized)

The **Itemized Tax Statement** provides a summary of payments received during the period specified, and how they were applied for each family. It also includes your center's **Federal and State Tax IDs**. **Filters:** Balance, Charge Item, Date, Family, First Contact, Group, Source, Status. **Customizations:** Custom Message. **Sorting Options:** Family Name.



Tax Statement (Itemized)

Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100
 Printed for (All dates included)

Federal Tax ID: 1234567
 State Tax ID: 83-123456

Gonzales, Rosa
 311 Vilas Road
 Medford, OR 97501

Secondary Sponsor: Gonzales, Luis
 311 Vilas Road
 Medford, OR 97501

Payments for Gonzales, Rachel

Batch Bank Card Payment	Child Care Drop In-RT	\$97.19	
Total Payments for Gonzales, Rachel			\$97.19

Payments for Gonzales, Richie

Batch Bank Card Payment	School Age Tuition	\$455.00	
Total Payments for Gonzales, Richie			\$455.00

Overall Total: \$552.19

Unused Credits

The **Unused Credits** report provides a list of all **Customers** that have **Unused Credits/Unpaid Charges**, as seen in the Receive Payments dialogue box. This report also includes the **A/R Balance** (accounts receivable) for each family with a credit balance. **Filters:** Customer, Status. **Sorting Options:** Family/Other Payer, Customer.



Unused Credits

Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

Customer	Unused Credits	Unpaid Charges	A/R Balance
Davidson	50.00	0.00	(50.00)
Mina	10.00	0.00	(10.00)
Reeder	22.50	0.00	(22.50)
Total:	82.50	0.00	(82.50)

Child Attendance

Activity Rollcall

Activity Rollcall provides attendance tracking for activities. **Filters:** Activity, Child, Child Status, DOB, Enrollment, Ethnicity, Primary Classroom, Program, Waiting, Withdrawal. **Customizations:** Page Separations. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

NOTE: Sorting options only work when page separations are disabled.



Activity Rollcall

Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

1:27 PM
 3/14/2017

Basketball

Child's Name	Monday	Tuesday	Wednesday	Thursday	Friday
1. Michael Anderson					
2. Richie Gonzales					
3. Jeff Henderson					
4. Nathaniel Papas					
5. Justin Snyder					

Total: 5

After Hours Clock Times

The **After Hours Clock Times** report is a list of children with **Clock In** times before center opening or **Clock Out** times after center closing. **Filters:** Date Range, Child, Primary Classroom, Program, Child Group, Status, Withdrawal Date. **Customizations:** In Time Leeway, Out Time Leeway. **Sorting Options:** Last Name, First Name, Clock In Date.

Gonzales, Rachel		
Sunday, January 8, 2017		
No Valid Center Hours	Time In: 09:01 AM	Manual Entry : Gonzales, Rosa
	Time Out: 12:55 PM	Manual Entry : Gonzales, Rosa
Saturday, January 14, 2017		
No Valid Center Hours	Time In: 08:05 AM	Manual Entry : Gonzales, Linda
	Time Out: 11:00 AM	Manual Entry : Gonzales, Rosa
Mitchell, Sabrina		
Saturday, January 21, 2017		
No Valid Center Hours	Time In: 08:02 AM	Manual Entry : Vargas, Celia
	Time Out: 02:10 PM	Manual Entry : Mitchell, Pam

Attendance Detail

The **Attendance Detail** report is a list of **Children**, with their **Clock In** and **Clock Out** times, including the **Daily Total** of hours and minutes within date range. **NOTE:** If both *Separate Children* and *Separate Classrooms* are enabled as a Modification, the children's clock in and out times will be listed in alphabetical order within each classroom. **Filters:** Child, Date Range, DOB, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Separate Children, Separate Classrooms, Show Hundredths. **Sorting Options:** Last Name, First Name, Time of Clock-in.



Attendance Detail Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Butterflies

Mitchell, Sabrina

01/02/2017

In 9:00 AM Verified by Mitchell, Pam
Out 4:35 PM Verified by Mitchell, Dave

Daily Total: 7h 35m

01/06/2017

In 7:30 AM Verified by Mitchell, Pam
Out 2:30 PM Verified by Mitchell, Pam

Daily Total: 7h 0m

01/12/2017

In 7:35 AM Verified by Mitchell, Pam
Out 4:38 PM Verified by Mitchell, Pam

Daily Total: 9h 3m

01/21/2017

In 8:02 AM Verified by Vargas, Celia
Out 2:10 PM Verified by Mitchell, Pam

Daily Total: 6h 8m

Rollcall (Monthly) A

The **Rollcall (Monthly) A** report provides a list of children and space to record rollcall for five weeks. The child's **DOB** and **Program** are shown. This report prints in landscape. **Filters:** Activities, Child, DOB, Enrollment, Ethnicity, Group, Primary Classroom, Program, Schedule Date, Status, Withdrawal. **Customizations:** Page Separations, Show Daily Care. **Sorting Options:** Last Name, First Name.



Rollcall (Monthly) A Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

2:51 PM
3/14/2017

Two's

Printed For: March 2017

Child	DOB	Program	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S
Bailey, Tawny	9/30/2014	Toddler																														
Johnson, Bradley	6/30/2015	Toddler																														
Ming, Brian	7/4/2015	Toddler																														
Watson, Sara	1/1/2015	Toddler Part-Time																														
Watson, Skylar	8/14/2015	Toddler Part-Time																														

Total Children: 5

Teacher's Signature

Teacher's Signature

Rollcall (Monthly) B

The **Rollcall (Monthly) B** report provides a list of children and space to record rollcall for five weeks. The child's **DOB**, **Classroom**, and **Program** are shown. This report prints in landscape. **Filters:** Activities, Child, DOB, Enrollment, Ethnicity, Group, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Page Separations, Schedule Date, Show Daily Care. **Sorting Options:** Last Name, First Name.



Rollcall (Monthly) B Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

2:53 PM
3/14/2017

1st Grade

Printed For: March 2017

Child	DOB	Classroom	Program	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
Davidson, April	5/14/2011	1st Grade	Elementary																				
Mitchell, Shelly	4/29/2011	1st Grade	Elementary																				
Papas, Nathaniel	12/2/2010	1st Grade	Elementary																				
Reeder, Daniella	12/27/2010	1st Grade	Elementary																				

Total Children: 4

Teacher's Signature

Teacher's Signature

Rollcall (Weekly)

The **Rollcall (Weekly)** report is a list of all children with space to check them in (AM) and out (PM), daily for a week. To view with children's scheduled days checked off, **Modify Show Schedules**. **Filters:** Activities, Child, DOB, Enrollment, Ethnicity, Group, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Page Separations, Schedule Date, Show Daily Care, Show Weekends. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.



Rollcall (Weekly) Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

2nd Grade

Printed for the Week of March 12, 2017

Child	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Gonzales, Richie	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ming, Charlotte	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Snyder, Justin		✓		✓		✓		✓		✓
VanZant, Kristina	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Total Children: 4

Teacher's Signature

Teacher's Signature

Sign In Sheet (Daily) A

The **Sign In Sheet (Daily)** provides a list of children with space to enter the **Actual Sign In** and **Actual Sign Out**, **Scheduled Sign-In** and **Scheduled Sign-out**, and space for a signature. **Filters:** Activities, Child, Date of Birth, Enrollment, Ethnicity, Group, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Page Separations, Schedule Date, Schedules Only, Show Balance, Show Balance Due, Show Breakfasts, Show Daily Care, Show Date of Birth, Show Schedules, Two Lines, Weekly 5-Days, Weekly 7-Days. **Sorting Options:** Last Name, First Name, Date of Birth, Classroom (by Page Separations Only).



Sign In Sheet (Daily) A

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed For: Tuesday March 14, 2017

2:59 PM

3/14/2017

1st Grade

Child	Actual Sign-in	Actual Sign-out	Scheduled Sign-in	Scheduled Sign-out	Pick-up Signature and Comment
Davidson, April			8:00 am	3:00 pm	
Mitchell, Shelly			8:00 am	3:00 pm	
Papas, Nathaniel			8:00 am	3:00 pm	
Reeder, Daniella			8:00 am	3:00 pm	

Total Children: 4

Teacher's Signature

Teacher's Signature

Sign In Sheet (Daily B). The **Sign In Sheet (Daily)** provides a list of children with space to enter the **Sign-in** and **Sign-out times**, as well as a space for the **Signature** of the person signing the child in. **Filters:** Activities, Child, Date of Birth, Enrollment, Ethnicity, Group, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Page Separations, Schedule Date, Schedules Only, Show Balance, Show Balance Due, Show Daily Care, Show Date of Birth, Show Schedules, Two Lines, Weekly 5-Days, Weekly 7-Days. **Sorting Options:** Last Name, First Name, Date of Birth, Classroom (by Page Separations Only).



Sign In Sheet (Daily) B

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed For: October 5, 2016

2:42 PM

10/5/2016

1st Grade

Child	Sign-in Time	Signature	Sign-out Time	Signature
Davidson, April				
Mitchell, Shelly				
Papas, Nathaniel				
Reeder, Daniella				
Daily Care:	Sign in	Signature	Sign out	Signature

Sign In Sheet (Monthly)

The **Sign In Sheet (Monthly)** is a schedule for each day within the current (or chosen) month, for each child. Included are spaces for **Actual In-Time** and **Signature** for each day. **Filters:** Activity, Child, Date of Birth, Enrollment Date, Ethnicity, Family Group, Program, Status, Withdrawal Date. **Customizations:** Month, Show Schedules, Show Two Lines, Show Weekends.



Sign In Sheet (Monthly)

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Davidson, Daniel
March 2017

7:45 AM

3/15/2017

Day	Scheduled In-Time	Actual In-Time	Signature	Scheduled Out-Time	Actual Out-Time	Signature
W 1	9:00 a			3:00 p		
R 2	9:00 a			3:00 p		
F 3	9:00 a			3:00 p		
S 4						
S 5						
M 6	9:00 a			3:00 p		
T 7	9:00 a			3:00 p		
W 8	9:00 a			3:00 p		
R 9	9:00 a			3:00 p		

Sign In Sheet (Weekly) A

The **Sign In Sheet (Weekly)** is a list of children, with space to sign them **In** and **Out** for 7 days in a week. **Filters:** Activities, Child, DOB, Enrollment, Ethnicity, Group, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.



Sign In Sheet (Weekly) A

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

7:49 AM

3/15/2017

Child	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
Thompson, Frankie														
Papas, Benjamin														
Lee, Molly														
Carter, Claire														
Watson, Skylar														
Papas, Brandon														
Ming, Brian														
Johnson, Bradley														
Davidson, Daniel														
Murray, Shawn														
Watson, Sara														
Snyder, Jason														
Mitchell, Sabrina														
Bailey, Tawny														

Sign In Sheet (Weekly) B

The **Sign In Sheet (Weekly) B** is a list of children, with space to sign them **In** or **Out**. *Options* are available to overlay **Schedules**, include space for two **In** and **Out** times, show **Age**, show **Date of Birth**, show **Balance**, and **Show Balance Due**. **Filters:** Activities, Child, Classroom, Date of Birth, Enrollment Date, Ethnicity, Family Group, Program, Statues, Withdrawal Date. **Customizations:** Page Separations, Show Age, Show Balance, Show Balance Due, Show Date of Birth, Show Weekends, Schedule Date, Schedules Only, Show Schedules, Two Lines. **Sorting Options:** Classroom, Last Name, First Name.



Sign In Sheet (Weekly) B

Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

7:49 AM

3/15/2017

Printed for the Week of March 12, 2017

Child	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Anderson, Joyce										
Scheduled:	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm
Sign:										
Anderson, Michael										
Scheduled:	6:00 am	8:30 am	6:00 am	8:30 am	6:00 am	8:30 am	6:00 am	8:30 am	6:00 am	8:30 am
Sign:										
Anderson, Michael										
Scheduled:	3:00 pm	6:00 pm	3:00 pm	6:00 pm	3:00 pm	6:00 pm	3:00 pm	6:00 pm	3:00 pm	6:00 pm
Sign:										
Bailey, Brianna										
Scheduled:	6:00 am	8:30 am	6:00 am	8:30 am	6:00 am	8:30 am	6:00 am	8:30 am	6:00 am	8:30 am
Sign:										
Bailey, Brianna										
Scheduled:	3:00 pm	6:00 pm	3:00 pm	6:00 pm	3:00 pm	6:00 pm	3:00 pm	6:00 pm	3:00 pm	6:00 pm

Suspect Times

The **Suspect Times report** is a list of children that have unmatched **Clock-in** and **Clock-out** times or clocked out more than a day after they clocked in. **Filters:** Child, Classroom, Date, DOB, Enrollment, Ethnicity, Program, Status, Withdrawal. **Sorting Options:** Last Name, First Name, Date of Clock In, Time of clock In, Date of Birth, Withdrawal Date, Enrollment Date.



Suspect Times Demo Daycare Center

7:51 AM

3/15/201

Child	In or Out	Suspect Clock Item		Child	In or Out	Suspect Clock Item	
		Date	Time			Date	Time
Anderson, Joyce	In	01/03/2017	9:05 AM	Johnson, Thomas	In	03/13/2017	1:35 PM
Anderson, Joyce	In	01/03/2017	2:27 PM	Johnson, Thomas	In	03/13/2017	1:54 PM
Anderson, Joyce	Out	01/09/2017	2:32 PM	Lee, Molly	In	01/03/2017	2:27 PM
Anderson, Joyce	In	01/09/2017	9:31 PM	Lee, Molly	Out	01/05/2017	2:30 PM
Anderson, Joyce	In	01/10/2017	8:00 AM	Lee, Molly	In	01/09/2017	9:31 PM
Anderson, Joyce	In	01/12/2017	2:35 PM	Lee, Molly	In	01/12/2017	2:35 PM
Anderson, Joyce	In	01/13/2017	2:36 PM	Lee, Molly	In	01/13/2017	2:36 PM
Anderson, Joyce	In	01/16/2017	2:35 PM	Lee, Molly	In	01/16/2017	2:35 PM
Anderson, Joyce	In	01/18/2017	2:37 PM	Lee, Molly	In	01/18/2017	2:37 PM
Anderson, Joyce	In	01/20/2017	2:38 PM	Lee, Molly	In	01/19/2017	2:37 PM
Anderson, Joyce	In	01/23/2017	9:20 AM	Lee, Molly	In	01/20/2017	2:38 PM
Anderson, Joyce	In	02/20/2017	9:15 AM	Lee, Molly	In	01/23/2017	9:20 AM
Anderson, Joyce	In	03/14/2017	1:34 PM	Lee, Molly	In	03/13/2017	1:35 PM
Carter, Carney	In	01/03/2017	9:05 AM	Lee, Molly	In	03/13/2017	1:54 PM
Carter, Carney	In	01/03/2017	2:27 PM	Lee, Molly	In	03/14/2017	1:34 PM
Carter, Carney	Out	01/05/2017	2:30 PM	Mitchell, Sabrina	In	01/03/2017	9:05 AM
Carter, Carney	In	01/09/2017	9:31 PM	Mitchell, Sabrina	In	01/03/2017	2:27 PM
Carter, Carney	In	01/12/2017	2:35 PM	Mitchell, Sabrina	In	01/05/2017	2:30 PM
Carter, Carney	In	01/13/2017	2:36 PM	Mitchell, Sabrina	Out	01/09/2017	2:32 PM

Unscheduled Clock Times

The **Unscheduled Clock Times** report is a list of children who were clocked in before their scheduled time and clocked out after their scheduled time. **Filters:** Date Range, Child, Primary Classroom, Program, Child Group, Status, Withdrawal Date. **Customization:** In Time Leeway, Out Time Leeway. **Sorting Options:** Last Name, First Name, Clock In Date.



Unscheduled Clock Times Demo Daycare Center

7:52 AM

3/15/201

Anderson, Joyce

Thursday, January 5, 2017

9:00:00 AM - 3:00:00 PM

Time In: 02:30 AM Manual Entry

Time Out: 03:00 PM Manual Entry

Monday, March 13, 2017

9:00:00 AM - 3:00:00 PM

Time In: 01:35 PM Batch Entry

Time Out: 04:05 PM Manual Entry

Carter, Carney

Monday, March 13, 2017

Child Information

Activity List

The **Activity List** reports current Activities. **Filters:** None. **Sorting Options:** Activity Name.



Basketball
Computers
Dance
Gymnastics
Karate
Music
Swimming

Activity List **Demo Daycare Center**

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Activity Summary

The **Activity Summary** is a list of all **Activities**, their **Capacities**, with the names of the **Children Enrolled**, and total number of children with **Occupancy** percentage. **Filters:** Activity, Status. **Sorting Options:** Activity, Child Name.



Activity Summary **Demo Daycare Center**

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

7:5
3/15.

Activity	Capacity	Children Enrolled
Basketball	12	Anderson, Michael Gonzales, Richie Henderson, Jeff Papas, Nathaniel Snyder, Justin

Enrolled: 5 **Occupancy:** 42 %

Age

The **Age** report lists a child's age as of the date chosen (the default is the current day). The report includes the name of the **Child**, **DOB**, **Classroom**, and the **Child's Age** in months, and in years/months. **Filters:** Child, DOB, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal, Waiting Date. **Customizations:** Age As Of, Classroom/Program, Page Separations. **Sorting Options:** Last Name, First Name, Date of Birth.



Age **Demo Daycare Center**

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

8:54 AM
10/10/2016

As of October 10, 2016

Child	DOB	Classroom	Months	Age	Notes
<input type="checkbox"/> lanqe, harlie		Unassigned			
<input type="checkbox"/> Henderson, Jeff	7/19/2001	School Kids Club	182	15 yrs 2 mos	
<input type="checkbox"/> Anderson, Michael	12/8/2001	School Kids Club	178	14 yrs 10 mos	
<input type="checkbox"/> Johnson, Allen	7/24/2002	School Kids Club	170	14 yrs 2 mos	
<input type="checkbox"/> Bailey, Brianna	10/30/2002	School Kids Club	167	13 yrs 11 mos	
<input type="checkbox"/> Lee, Miranda	3/3/2003	School Kids Club	163	13 yrs 7 mos	
<input type="checkbox"/> Snyder, Justin	5/13/2003	2nd Grade	160	13 yrs 4 mos	
<input type="checkbox"/> Bailey, Cindy	8/17/2003	School Kids Club	157	13 yrs 1 mon	
<input type="checkbox"/> Minq, Charlotte	8/24/2003	2nd Grade	157	13 yrs 1 mon	
<input type="checkbox"/> VanZant, Kristina	11/2/2004	2nd Grade	143	11 yrs 11 mos	

Allergies

The **Child Allergies** report is a list of children and their **Allergies**, including **Severity** and **Treatment**. **NOTE:** Sorting options only work when page separations are not enabled. **Filters:** Allergy, Child, DOB, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Page Separations. **Sorting Options:** Last Name, First Name, Allergy.



Allergies
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100



Anderson, Michael			School Kids Club
Allergy	Severity	Treatment	
Hayfever	Moderate	Child Zyrtec	
Anderson, Joyce			Butterflies
Allergy	Severity	Treatment	
Peanuts	Severe	Call 911	
Bailey, Tawny			Two's
Allergy	Severity	Treatment	
Bee Stings	Moderate	Bee Sting Kit	
Bailey, Cindy			School Kids Club
Allergy	Severity	Treatment	
Asthma	Moderate	Inhaler	
Jensen, Jennifer			Three's
Allergy	Severity	Treatment	
Peanuts	Severe	911	
Murray, Shawn			Leap Frogs
Allergy	Severity	Treatment	
Milk	Severe	Induce	

Allergy Photos

The **Allergy Photo** report shows a photo of each child, along with their **Allergies** and **Treatments**. **Filters:** Child, DOB, Enrollment, Ethnicity, Program, Primary Classroom, Status, Withdrawal. **Customizations:** Display Full Name. **Sorting Options:** Last Name, First Name, Date of Birth, Allergy, Classroom, Withdrawal Date, Enrollment Date.



Allergy Photos
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

Anderson, Joyce		Classroom <i>Butterflies</i>		Bailey, Tawny		Classroom <i>Two's</i>	
		Allergy	Treatment			Allergy	Treatment
		Peanuts	Call 911			Bee Stings	Bee Sting Kit

Birthdays

The Birthday report provides a list of Children, their Classroom and Program assignments, Enrollment Date, DOB, and Age. **Filters:** Child, DOB, Enrollment, Ethnicity, Month, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Page Separations. **Sorting Options:** Birthday, Child ID, Date of Birth, First Name, Last Name. (**NOTE:** These sorting options only affect the report when used without page separations between classrooms.)



Birthdays Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

1:52 PM
10/7/2016

Child Name	Classrooms	Program	Enrollment	DOB	Age
lange, harlie	Unassigned		10/5/2016		Invalid
Henderson, Jeff	School Kids Club	After School	7/8/2012	7/12/2001	15 years 2 months
Anderson, Michael	School Kids Club	Before & After Care	6/6/2010	12/1/2001	14 years 10 months
Johnson, Allen	School Kids Club	After School	1/28/2009	7/17/2002	14 years 2 months
Bailey, Brianna	School Kids Club	Before & After Care	1/18/2005	10/23/2002	13 years 11 months
Lee, Miranda	School Kids Club	After School	8/8/2010	2/24/2003	13 years 7 months
Snyder, Justin	2nd Grade	Elementary	1/25/2009	5/6/2003	13 years 5 months
Bailey, Cindy	School Kids Club	Before & After Care	8/14/2010	8/10/2003	13 years 1 month
Ming, Charlotte	2nd Grade	Elementary	2/8/2010	8/17/2003	13 years 1 month
VanZant, Kristina	2nd Grade	Elementary	8/21/2008	10/26/2004	11 years 11 months
Thompson, Cassandra	School Kids Club	Before & After Care	2/5/2005	11/28/2004	11 years 10 months
Davidson, April	1st Grade	Elementary	1/24/2010	1/18/2005	11 years 8 months
Gonzales, Richie	2nd Grade	Elementary	8/21/2010	1/20/2005	11 years 5 months

Census Information

The Census Information report is a list of children, with their sponsor's home address, Program, Primary Classroom, Ethnicity, and Gender. **Filters:** Child DOB, Child Primary Classroom, Child Program, Child Status, Child Ethnicity, Child Gender, Family Group, Family Status. **Sorting Options:** Child First Name, Child Last Name, Sponsor First Name, Sponsor Last Name.



Census Information Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

7:59 A
3/15/20

Child's Name / DOB	Address	Parent(s) Name	Ethnicity	Gender	Program	Primary Classroom
Anderson, Joyce 05/06/14, Age 2	525 Cherry Street Phoenix, OR 97535	Anderson, Sandy Anderson, Mike	White	F	Preschool	Butterflies
Anderson, Michael 03/27/12, Age 4	525 Cherry Street Phoenix, OR 97535	Anderson, Sandy Anderson, Mike	White	M	Before & After Care	School Kids Club
Bailey, Brianna 02/16/13, Age 4	1255 First Street PO Box 55 Phoenix, OR 97535	Bailey, Laura Bailey, Jeff	White	F	Before & After Care	School Kids Club
Bailey, Cindy 12/04/13, Age 3	1255 First Street PO Box 55 Phoenix, OR 97535	Bailey, Laura Bailey, Jeff	White	F	Before & After Care	School Kids Club
Bailey, Tawny 09/30/14, Age 2	1255 First Street PO Box 55 Phoenix, OR 97535	Bailey, Laura Bailey, Jeff	White	F	Toddler	Two's
Carter, Carney 03/17/14, Age 2	725 Freeman Medford, OR 97501	Carter, Suzanne	White	F	Preschool	Dandelions
Carter, Claire 06/05/16, Age 0	725 Freeman Medford, OR 97501	Carter, Suzanne	White	F	Infant	Bizzy Babies
Davidson, April 05/14/11, Age 5	36900 S W 55th Ave Talent, OR 97540	Davidson, LaDonna Davidson, Larry	Black	F	Elementary	1st Grade
Davidson, Daniel 06/19/15, Age 1	36900 S W 55th Ave Talent, OR 97540	Davidson, LaDonna Davidson, Larry	Black	M	Preschool	Leap Frogs
Gonzales, Rachel 01/02/14, Age 3	311 Vilas Road Medford, OR 97501	Gonzales, Rosa Gonzales, Luis	Hispanic	F	Preschool	Dandelions

Child and Sponsor Cross Reference

The Child/Sponsor Cross Reference report is a list of Children, and their Primary and Secondary Sponsors. **Filters:** Child, DOB, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.



Child & Sponsor Cross Reference Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Child	Primary Sponsor	Secondary Sponsor
Anderson, Joyce	Anderson, Sandy	Anderson, Mike
Anderson, Michael	Anderson, Sandy	Anderson, Mike
Bailey, Brianna	Bailey, Laura	Bailey, Jeff
Bailey, Cindy	Bailey, Laura	Bailey, Jeff
Bailey, Tawny	Bailey, Laura	Bailey, Jeff
Carter, Carney	Carter, Suzanne	
Carter, Claire	Carter, Suzanne	
Davidson, April	Davidson, LaDonna	Davidson, Larry
Davidson, Daniel	Davidson, LaDonna	Davidson, Larry
Gonzales, Rachel	Gonzales, Rosa	Gonzales, Luis
Gonzales, Richie	Gonzales, Rosa	Gonzales, Luis
Henderson, Jeff	Henderson, Sally	Henderson, Craig
Jensen, Jennifer	Jensen, Jana	Jensen, .
Johnson, Allen	Johnson, Lvdia	Johnson, Brad

Classroom Assignments

The **Classroom Assignments** report provides a list of **Children** by **Primary Classroom** enrollment. **Filters:** Child, Classroom, Program, Status, Group. **Sorting Options:** Classroom, Last Name, First Name.



Classroom Assignments Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

School Kids Club

2:29 PM
10/7/2016

Child

1. Anderson, Michael
2. Bailev, Brianna
3. Bailev, Cindy
4. Henderson, Jeff
5. Johnson, Allen
6. Lee, Miranda
7. Thompson, Cassandra

Total: 7

Custom Fields

The **Custom Fields** report is a list of children with custom fields. Modify the report to specify which custom fields you would like to see, and columns are automatically created and positioned for each field selected. **Filters:** Child, Custom Field 1 through 10, DOB, Enrollment, Ethnicity, Group, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Custom Fields. **Sorting Options:** Last Name, First Name, Custom Field 1 through 10.



Custom Fields Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

8:02 A
3/15/201

Child	OK to take photos	Potty Trained	Feeding Note	Special Needs	IblField5
	IblField6	IblField7	IblField8	IblField9	IblField10
Lee, Molly	YES	NO			
Ming, Brian	YES	NO			
Ming, Charlotte	YES				
Mitchell, Sabrina	NO	YES			

Directory

The **Directory** is a list of children with their sponsors and co-sponsors. Two versions are available for printing. 1) **Brief**- Includes the **Child's name, Primary/Secondary Sponsors** with their **Phone Numbers**.

2) **Expanded**- Includes the **Child's name, Primary/Secondary Sponsor** with **Phone Numbers, Address, and Email Address**. **Filters:** Child, Child Enrollment, Child Ethnicity, Child Primary Classroom, Child Program, Child Status, Child Withdrawal, Family, Family Balance, Family Group, Family Source, Family Status, First Contact. **Customizations:** Style. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.



Directory Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Child & Classroom	Primary Sponsor	Secondary Sponsor
Anderson, Joyce Butterflies	Anderson, Sandy [Home] (555) 555-8660 [Work] (555) 555-9200 x234 [Cell] (555) 555-2124 525 Cherry Street Phoenix, OR 97535 sandy@mail.net	Anderson, Mike [Home] (555) 555-8660 [Work] (555) 555-6799 [Cell] (555) 555-2125 525 Cherry Street Phoenix, OR 97535 mike@mail.net
Anderson, Michael School Kids Club	Anderson, Sandy [Home] (555) 555-8660 [Work] (555) 555-9200 x234 [Cell] (555) 555-2124 525 Cherry Street Phoenix, OR 97535 sandy@mail.net	Anderson, Mike [Home] (555) 555-8660 [Work] (555) 555-6799 [Cell] (555) 555-2125 525 Cherry Street Phoenix, OR 97535 mike@mail.net


Emergency Cards

Emergency Cards include, **Child Name**; **Sponsor's name** and **Phone** number; **Contacts** with **Phone** numbers and **Yes/No** fields for **Pick Up** authorization, and **Emergency** contact status; **Medical** Doctor and Dentist on file. **Filters:** Child, Child Ethnicity, Child Primary Classroom, Child Program, Child Status, Family, Family Balance, Family Group, Family Source, Family Status, First Contact. **Sorting Options:** Child Last Name, Child First Name, Date of Birth, Enrollment Date, Withdrawal Date, Contact Name.

Child: Jensen, Jennifer
Sponsors:
 Jensen, Jana [Home] (555) 555-2112 [Work] (555) 555-7988 x22 [Cell] (555) 555-3201
 Jensen, [Home] (555) 555-2112
Medical:
 Doctor Dr Bronson [Work] (555) 555-6709
 Dentist Dr Miller [Work] (555) 555-3155
Contacts:
 Jacobsen, Marly [Home] (555) 555-2299 [Cell] (555) 555-8843
 Jensen, David [Home] (555) 555-1287 [Work] (555) 555-5577 [Cell] (555) 555-0305
Pick Up Emergency
 Yes Yes
 No No

Enrollment Confirmation

The **Enrollment Confirmation** provides a complete list of basic enrollment information for each child, including: **Family** information; and **Contacts**. **Filters:** Child, DOB, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

Child Information	
Child Name: Anderson, Joyce Program: Preschool Status: Active Ethnicity: White Waiting Date: Enroll Date: 9/30/2015 CIN: 1122 DOB: 6/6/2014 Sex: F Classrooms Butterflies Activities Gymnastics Dance	 Emrg. Contact: Anderson, Sandy [Phone: (555) 555-9200] Doctor: Dr Susan Miller [Phone: (555) 555-4000] Insurance: United Care [Policy: 88904694] Blood Type: O Allergies: Peanuts [Severity: Severe] Treatment: Call 911 Medical Notes: Speech Therapist - Dr Singler (555) 555-2397 OK to take photos: YES Potty Trained: YES
Family Information	
Primary Sponsor Name: Anderson, Sandy Address: 525 Cherry Street Phoenix, OR 97535 Home Phone: (555) 555-8680 Cell Phone: (555) 555-2124 Work Phone: (555) 555-9200 x234 Employer: Parks & Recreation Email: sandy@mail.net PIN: 1234	Secondary Sponsor Name: Anderson, Mike Address: 525 Cherry Street Phoenix, OR 97535 Home Phone: (555) 555-8680 Cell Phone: (555) 555-2125 Work Phone: (555) 555-8799 Employer: Cable Company Email: mike@mail.net PIN: 1288
Contacts	
Name: Anderson, Robert Relation: Grandfather PIN: 1889	H: (555) 555-6485 C: (654) 555-7890 Address: 3023 Main Street Phoenix, OR 97535 Pickup: This contact may pick up children

Enrollment Count

The **Enrollment Count** is a list of classrooms or programs, which display the number of children scheduled in each one, during the **AM**, at **Noon** and **PM** hours. The report covers one week. **Filters:** Classroom, Program, Status. **Customizations:** Schedule Date, Report Type.



Enrollment Count Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100

9:13 AM
 10/10/2016

Printed for the Week of October 10, 2016

Classroom	Mon		Tue		Wed		Thr		Fri		Sat		Sun		
	AM	N	PM	AM	N	PM	AM	N	PM	AM	N	PM	AM	N	PM
1st Grade	4	4	4	4	4	4	4	4	4	4	4	4	0	0	0
2nd Grade	3	3	4	3	3	4	3	3	4	3	3	4	0	0	0
Bizzy Babies	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0
Butterflies	5	5	4	4	4	4	4	3	3	4	4	3	0	0	0
Dandelions	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0
Leap Frogs	3	3	4	3	3	3	3	3	3	3	3	3	0	0	0
School Kids Club	4	0	7	4	0	7	4	0	7	4	0	7	0	0	0
Three's	1	0	1	1	0	1	1	0	1	1	0	0	0	0	0

Enrollment List

The **Enrollment List** provides a list of children, with their **Status, DOB, Sex, Ethnicity,** and **Date Enrolled**. **Filters:** Child, Child Enrollment, Child Ethnicity, Child Primary Classroom, Child Program, Child Status, Family, Family Group, Family Source, Family Status, First Contact. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.



Enrollment List Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100

10:12
3/15/2

Child	Status	DOB	Sex	Ethnicity	Enrolled
Anderson, Joyce	Active	5/6/2014	F	White	9/30/2015
Anderson, Michael	Active	3/27/2012	M	White	9/30/2010
Bailey, Brianna	Active	2/16/2013	F	White	5/14/2005
Bailey, Cindy	Active	12/4/2013	F	White	12/8/2010
Bailey, Tawny	Active	9/30/2014	F	White	10/1/2010
Carter, Carney	Active	3/17/2014	F	White	5/14/2005
Carter, Claire	Active	6/5/2016	F	White	12/16/2010
Davidson, April	Active	5/14/2011	F	Black	5/20/2010
Davidson, Daniel	Active	6/19/2015	M	Black	5/20/2010
Gonzales, Rachel	Active	1/2/2014	F	Hispanic	6/4/2009
Gonzales, Richie	Active	8/14/2009	M	Hispanic	12/15/2010
Henderson, Jeff	Waiting	11/5/2009	M	White	11/1/2012

Facility Roster

The **Facility Roster** shows a list of all the children entered in the system, with the sponsor's contact information (i.e. home address and phone number). Also included is the child's physician, child's date of birth, and dates of enrollment and withdrawal (where applicable). **Filters:** Child DOB, Child Primary Classroom, Child Program, Child Status, Family Group, Family Status. **Sorting Options:** Child First Name, Child Last Name, Sponsor First Name, Sponsor Last Name.



Facility Roster Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100

10:1
3/15/2

Child's Name / DOB	Address	Parent(s) Name	Phone Number	Physician Info	Enrolled	Withdrawn
Anderson, Joyce 5/6/2014	525 Cherry Street Phoenix, OR 97535	Anderson, Sandy Anderson, Mike	(555) 555-8660	Dr Susan Miller (555) 555-4000	9/30/2015	
Anderson, Michael 3/27/2012	525 Cherry Street Phoenix, OR 97535	Anderson, Sandy Anderson, Mike	(555) 555-8660	Dr Susan Miller (555) 555-4000	9/30/2010	
Bailey, Brianna 2/16/2013	1255 First Street PO Box 55 Phoenix, OR 97535	Bailey, Laura Bailey, Jeff	(555) 555-0001	Dr Daniels (555) 555-0088	5/14/2005	
Bailey, Cindy 12/4/2013	1255 First Street PO Box 55 Phoenix, OR 97535	Bailey, Laura Bailey, Jeff	(555) 555-0001	Dr Daniels (555) 555-0088	12/8/2010	
Bailey, Tawny 9/30/2014	1255 First Street PO Box 55 Phoenix, OR 97535	Bailey, Laura Bailey, Jeff	(555) 555-0001	Dr Daniels (555) 555-0088	10/1/2010	
Carter, Carney 3/17/2014	725 Freeman Medford, OR 97501	Carter, Suzanne	(555) 555-6045	Dr Wendt (555) 555-0628	5/14/2005	
Carter, Claire 6/5/2016	725 Freeman Medford, OR 97501	Carter, Suzanne	(555) 555-6045	Dr Wendt (555) 555-0628	12/16/2010	
Davidson, April 5/14/2011	36900 S W 55th Ave Talent, OR 97540	Davidson, LaDonna Davidson, Larry	(555) 555-7466	Dr Spock (555) 555-7200	5/20/2010	

General List A

General List A includes: Child Name, Classrooms, DOB, Date Enrolled, Program, SSN, Status, and Ethnicity. **Filters:** Child, Date of Birth, Enrollment, Gender, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.




General List A Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100

10:1
3/15/2

Child	Classrooms	DOB	Enrolled	Program	SSN	Status	Ethnicity
Anderson, Joyce	Butterflies	5/6/2014	9/30/2015	Preschool	555-55-8988	Active	White
Anderson, Michael	School Kids Club	3/27/2012	9/30/2010	Before & After Ca	555-55-9778	Active	White
Bailey, Brianna	School Kids Club	2/16/2013	5/14/2005	Before & After Ca	555-55-9055	Active	White
Bailey, Cindy	School Kids Club	12/4/2013	12/8/2010	Before & After Ca	555-55-0447	Active	White
Bailey, Tawny	Two's	9/30/2014	10/1/2010	Toddler	555-55-8770	Active	White
Carter, Carney	Dandelions	3/17/2014	5/14/2005	Preschool	555-55-6877	Active	White
Carter, Claire	Bizzy Babies	6/5/2016	12/16/2010	Infant	555-55-9707	Active	White
Davidson, April	1st Grade	5/14/2011	5/20/2010	Elementary	555-55-8707	Active	Black
Davidson, Daniel	Leap Frogs	6/19/2015	5/20/2010	Preschool	555-55-6088	Active	Black
Gonzales, Rachel	Dandelions	1/2/2014	6/4/2009	Preschool	555-55-2577	Active	Hispanic
Gonzales, Richie	2nd Grade	8/14/2009	12/15/2010	Elementary	555-55-8778	Active	Hispanic
Henderson, Jeff	School Kids Club	11/5/2009	11/1/2012	After School	555-55-6887	Waiting	White
Jensen, Jennifer	Three's	7/10/2014	12/8/2010	Toddler	555-55-6787	Active	White


[General List B](#)

General List B includes: Child Name, Program, and Primary Classroom, with Comment Space next to each name. **Filters:** Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Waiting, Withdrawal. **Customizations:** Page Separations. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

	General List B Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100	9:31 AM 10/10/2016									
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Child's Name Program / Classroom</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Anderson, Joyce Preschool / Butterflies</td> <td></td> </tr> <tr> <td>Anderson, Michael Before & After Care / School Kids Club</td> <td></td> </tr> <tr> <td>Bailey, Brianna Before & After Care / School Kids Club</td> <td></td> </tr> <tr> <td>Bailev, Cindy Before & After Care / School Kids Club</td> <td></td> </tr> </tbody> </table>	Child's Name Program / Classroom	Comments	Anderson, Joyce Preschool / Butterflies		Anderson, Michael Before & After Care / School Kids Club		Bailey, Brianna Before & After Care / School Kids Club		Bailev, Cindy Before & After Care / School Kids Club	
Child's Name Program / Classroom	Comments										
Anderson, Joyce Preschool / Butterflies											
Anderson, Michael Before & After Care / School Kids Club											
Bailey, Brianna Before & After Care / School Kids Club											
Bailev, Cindy Before & After Care / School Kids Club											


[Immunization Detail](#)

The Immunization Detail report provides a Complete Immunization history for each child, including Date Received, and Date Due for each immunization. **Filters:** Child, Child Date of Birth, Child Primary Classroom, Immunization, Status. **Customizations:** Page Separations. **Sorting Options:** Last Name, First Name, Immunization, Series, Date of Birth.

	Immunization Detail Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100																																
	<p>Carter, Claire</p> <p>DTP</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td>8/5/2016</td></tr> <tr><td>2</td><td></td><td>10/5/2016</td></tr> <tr><td>3</td><td></td><td>12/5/2016</td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td>6/5/2022</td></tr> </tbody> </table> <p>Status: Overdue</p> <p>HepB</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td>3</td><td></td><td>12/5/2017</td></tr> </tbody> </table> <p>Status: OK</p> <p>Hib</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td>1</td><td>11/28/2016</td><td></td></tr> <tr><td>2</td><td></td><td>9/5/2017</td></tr> </tbody> </table> <p>Status: OK</p> <p>IPV</p>	#	Date Received	Date Due	1		8/5/2016	2		10/5/2016	3		12/5/2016	4			5		6/5/2022	#	Date Received	Date Due	3		12/5/2017	#	Date Received	Date Due	1	11/28/2016		2	
#	Date Received	Date Due																															
1		8/5/2016																															
2		10/5/2016																															
3		12/5/2016																															
4																																	
5		6/5/2022																															
#	Date Received	Date Due																															
3		12/5/2017																															
#	Date Received	Date Due																															
1	11/28/2016																																
2		9/5/2017																															

[Immunization Summary](#)

The Immunization Summary report provides current immunization status for each child. Information provided includes: name, Immunization Requirements, Date Received, Number of Shots Required, and the Date Due. **Filters:** Child, Child Date of Birth, Child Primary Classroom, Child Status, Due Date, Immunization, Immunization Status. **Customizations:** Page Separations. **Sorting Options:** Last Name, First Name, Child ID (Internal), Immunization Name, Date of Birth.

	Immunization Detail Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100	3:13 PM 3/10/2017																																	
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Anderson, Joyce</th> <th>Anderson, Joyce</th> </tr> </thead> <tbody> <tr> <td> <p>DTP</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td>1</td><td>3/13/2013</td><td></td></tr> <tr><td>2</td><td>5/13/2013</td><td></td></tr> <tr><td>3</td><td>7/13/2013</td><td></td></tr> <tr><td>4</td><td>1/11/2015</td><td></td></tr> <tr><td>5</td><td></td><td>5/6/2020</td></tr> </tbody> </table> <p>Status: OK</p> <p>HepB</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> </tbody> </table> </td> <td> <p>Varicella</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td>1</td><td>3/13/2014</td><td></td></tr> </tbody> </table> <p>Status: Complete</p> </td> </tr> </tbody> </table>	Anderson, Joyce	Anderson, Joyce	<p>DTP</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td>1</td><td>3/13/2013</td><td></td></tr> <tr><td>2</td><td>5/13/2013</td><td></td></tr> <tr><td>3</td><td>7/13/2013</td><td></td></tr> <tr><td>4</td><td>1/11/2015</td><td></td></tr> <tr><td>5</td><td></td><td>5/6/2020</td></tr> </tbody> </table> <p>Status: OK</p> <p>HepB</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> </tbody> </table>	#	Date Received	Date Due	1	3/13/2013		2	5/13/2013		3	7/13/2013		4	1/11/2015		5		5/6/2020	#	Date Received	Date Due				<p>Varicella</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>#</th> <th>Date Received</th> <th>Date Due</th> </tr> </thead> <tbody> <tr><td>1</td><td>3/13/2014</td><td></td></tr> </tbody> </table> <p>Status: Complete</p>	#	Date Received	Date Due	1	3/13/2014	
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Medical Information

The **Medical Information** report displays relevant medical information on a separate card for each child, including **Name**, **Emergency Contact** with phone number, **Doctor** with phone number, **Insurance Company**, **Last Physical Date** and **Blood Type**, and **Notes from the Child's Medical Tab**. These cards are printed on Avery 5388 Index cards with three 3x5 cards to a page. **Filters:** Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

Name: Carter, Claire
Emrg. Contact: Carter, Jason (555) 555-4787
Doctor: Dr Wendt (555) 555-0628
Insurance: Century Inc 3540568
Last Physical: 12/2/2008 **Blood Type:** O-

Notes

Notes

The **Notes** report provides information from the **Child Note Section**. You can display selected types of notes and notes for selected children. **Filters:** Alert Date, Alerts Due, Child, Date, Date of Birth, Enrollment, Ethnicity, Note Type, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Date, Note Type, Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.



Notes Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

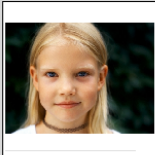
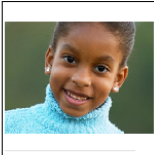

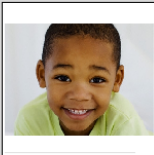
9:35 AM

10/10/2016

Medical Cindy needed to use inhaler today during dance class	Bailey, Cindy
Medical ask mom about refill for inhaler expires in June	Bailey, Cindy
Medical I still need Sabrina's Rota shot requirement from Mom	Mitchell, Sabrina
Toilet Training No accidents all week!	Bailey, Tawny
Toilet Training	Bailey Tawny

Photo List

The **Photo List** provides a photo of each child, along with basic information. **Filters:** Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

<p>Bailey, Brianna</p>  <p>Classroom School Kids Club DOB 2/16/2013 Program Before & After Care Status Active Ethnicity White</p>	<p>Davidson, April</p>  <p>Classroom 1st Grade DOB 5/14/2011 Program Elementary Status Active Ethnicity Black</p>
<p>Bailey, Cindy</p>  <p>Classroom School Kids Club DOB 12/4/2013 Program Before & After Care Status Active Ethnicity White</p>	<p>Davidson, Daniel</p>  <p>Classroom Leap Frogs DOB 6/19/2015 Program Preschool Status Active Ethnicity Black</p>

Physical History

The **Physical History** report provides a list of **Children** with **Dates of Last Physical** and **Next Physicals Due**. **Filters:** Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.



Physical History Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Child	Last Physical	Next Physical Due	Status
Anderson, Joyce	11/2/2016	11/2/2017	OK
Carter, Carney	3/22/2017	3/22/2018	OK
Carter, Claire	12/2/2016	12/2/2017	OK
Gonzales, Rachel	12/22/2016	12/22/2017	OK

Rotary Cards

The **Rotary Cards** are setup to be used with 3" X 5" rotary cards from Avery (5386) as well as the 3" X 5" index cards from Avery (5388). **Emergency Rotary Cards** include **Child Name, Date of Birth, Status, Classroom, Program, Primary and Secondary Sponsor Name, Address, Telephone Numbers, Email Address**, and a list of **Family Contacts** including their name and telephone number. **Filters:** Child, Child Ethnicity, Child Primary Classroom, Child Program, Child Status, Family, Family Balance, Family Group, Family Source, Family Status, Family Contact. **Sorting Options:** Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.

Enrolled: 9/30/2015

CIN: 1122

Child: Anderson, Michael **DOB:** 3/27/2012 **Status:** Active 3/15/2017

Classroom: School Kids Club **Program:** Before & After Care

Name: Anderson, Sandy (Mother)
Address: 525 Cherry Street
Phoenix, OR 97535

Name: Anderson, Mike (Father)
Address: 525 Cherry Street
Phoenix, OR 97535

Home Phone: (555) 555-8660
Work Phone: (555) 555-9200 x234
Cell Phone: (555) 555-2124
Email: sandy@mail.net

Home Phone: (555) 555-8660
Work Phone: (555) 555-8799
Cell Phone: (555) 555-2125
Email: mike@mail.net

Contacts

Doctor Dr Susan Miller (555) 555-4000
Dentist Dr Peter Goldstien (555) 555-8111
Anderson, Robert (Grandfather) (555) 555-6485
Anderson, Sheila (Grandmother) (555) 555-6485



Waiting List

The **Waiting List** report provides a list of **Children** and their **Waiting Dates**. An option is available to show the **Children's Ages** instead of the Birthdates. **Filters:** Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Waiting Date, Withdrawal. **Customizations:** Display Age/DOB, Page Separations. **Sorting Options:** Primary Classroom, Waiting Date, Last Name, First Name, Date of Birth, Enrollment Date, Withdrawal Date.



Waiting List Demo Daycare Center

10:51 A

3/15/201

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Unassigned

Child	Status	Primary Sponsor	Phone #	Wait Date	Enrolled	Age	Program
Bernard, Beth	Waiting	Bernard, Seth	1-343-149-8634	6/5/2017	3/15/2017	7 mos.	Infant
Gutierrez, Lola	Waiting	Gutierrez, Travis	1-238-569-1157	6/5/2017	3/15/2017	8 yrs. 10 mo	Before & After Care
Tate, Erin	Waiting	Tate, Maryam	1-161-788-1160	9/4/2017	3/15/2017	9 yrs. 8 mos	Before & After Care

School Kids Club

Child	Status	Primary Sponsor	Phone #	Wait Date	Enrolled	Age	Program
Henderson, Jeff	Waiting	Henderson, Sally	(555) 555-7677	9/30/2010	11/1/2012	7 yrs. 4 mos	After School
Thompson, Cassandra	Waiting	Thompson, Angelica	(555) 555-7723	11/25/2010	6/1/2005	7 yrs. 11 mo	Before & After Care

Withdrawal

The **Withdrawal List** provides a list of children that have withdrawn from your center, with the date and reason for withdrawal. **Filters:** Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Sorting Options:** Withdrawal Reason, Last Name, First Name, Date of Birth, Withdrawal Date, Enrollment Date.


Child	Status	Primary Sponsor	Enroll Date	Withdrawal	Classrooms	Program
Graduated						
Gonzales, Richie	Deactive	Gonzales, Rosa	12/15/2010	2/13/2017	2nd Grade	Elementary
Johnson, Allen	Deactive	Johnson, Lydia	5/24/2009	3/6/2017	School Kids Club	After School
Moved Away						
Johnson, Thomas	Active	Johnson, Lydia	12/6/2015	3/6/2017	Butterflies	Preschool
Parent Unhappy						
Ming, Charlotte	Deactive	Ming, Emily	6/4/2010	3/1/2017	2nd Grade	Elementary

Child Scheduling

Bus Run (Daily)

The **Bus Run (Daily)** report prints a Separate Schedule for each school bus run. Each schedule provides a **List of Children by Location**, for **Drop-Off** and **Pick-Up** times. Locations are printed in alphabetical sequence. You can print your locations in drop-off/pick-up time by prefacing each location with the drop-off/pick-up time in military (24-hour clock) time, e.g., 0800 for 8am and 1400 for 2pm.

Filters: Activity, Bus Run, Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Show DOB. **Sorting Options:** Bus Run, Location, Instruction, Last Name, First Name.



Bus Run (Daily) 2:00 PM
Demo Daycare Center 10/10/2016
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

Show children for selected day:
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

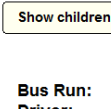
Thursday

Bus Run: Lincoln Elementary **Departure Time:** _____
Driver: _____
Instruction: _____

Present	Location: Lincoln Elementary	Pick-up time: _____	Verified By: _____
<input type="checkbox"/>	Anderson, Michael		
<input type="checkbox"/>	Henderson, Jeff		
<input type="checkbox"/>	Lee, Miranda		

Bus Run (Weekly)

The **Bus Run (Weekly)** report prints a schedule for your center's bus runs. The schedule provides a list of children to be **picked-up/dropped-off**, the Location of Each Pickup/Drop-Off, a **check box** to indicate the child's presence on the bus, the time of **Pick-Up/Drop-Off** with your driver's initials. Space is also provided for the **Driver's Name**, **Departure Time**, and **Instructions**. **Filters:** Activity, Bus Run, Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Page Separations, Show DOB. **Sorting Options:** Bus Run, Location, Instruction, Last Name, First Name.



Show children for selected day:
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Thursday

Bus Run: Parkway Subdivision **Departure Time:** _____
Driver: _____
Instruction: _____

Present	Location: Parkway Subdivision	Drop-off time: _____	Verified By: _____
<input type="checkbox"/>	Davidson, April	Sign on: _____ Sign off: _____	
<input type="checkbox"/>	Davidson, Daniel	Sign on: _____ Sign off: _____	
<input type="checkbox"/>	Reeder, Danieka	Sign on: _____ Sign off: _____	
<input type="checkbox"/>	Reeder, Daniella	Sign on: _____ Sign off: _____	
Present	Location: Parkway Subdivision	Pick-up time: _____	Verified By: _____
<input type="checkbox"/>	Davidson, April	Sign on: _____ Sign off: _____	
<input type="checkbox"/>	Davidson, Daniel	Sign on: _____ Sign off: _____	
<input type="checkbox"/>	Reeder, Daniella	Sign on: _____ Sign off: _____	
<input type="checkbox"/>	Snyder, Jason	Sign on: _____ Sign off: _____	

Monthly Schedule

The **Monthly Schedule** report shows the child's schedule for the month in a calendar view. **Filters:** Child, Date of Birth, Enrollment Date, Ethnicity, Group, Primary Classroom, Program, Status, Withdrawal Date. **Customizations**



Monthly Schedule
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100
Bailey, Brianna
March 2017

1:22
 3/15/2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
	6:00a-8:30a 3:00p-6:00p	6:00a-8:30a 3:00p-6:00p	6:00a-8:30a 3:00p-6:00p	6:00a-8:30a 3:00p-6:00p	6:00a-8:30a 3:00p-6:00p	
5	6	7	8	9	10	11
	6:00a-8:30a 3:00p-6:00p	6:00a-8:30a 3:00p-6:00p	6:00a-8:30a 3:00p-6:00p	6:00a-8:30a 3:00p-6:00p	6:00a-8:30a 3:00p-6:00p	

Weekly Schedule

The **Weekly Schedule** report shows the scheduled times for children and includes filters to specify the **Schedule Date**, whether two lines should be printed for each child, and if only the children with schedules should have times printed. **Filters:** Child, Date of Birth, Enrollment, Ethnicity, Group, Primary Classroom, Program, Status, Withdrawal. **Customizations:** Page Separations, Schedule Date, Schedules Only, Show Weekends, Show Scheduled Hours, Two Lines. **Sorting Options:** Primary Classroom, Last Name, First Name.



Weekly Schedule
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

11:24 AM
 12/20/2016

Printed for the Week of December 18, 2016

Child	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Anderson, Joyce	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm
Johnson, Thomas	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm
Mitchell, Sabrina	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm	9:00 am	3:00 pm
Reeder, Danieka	9:00 am	3:00 pm	9:00 am	3:00 pm			9:00 am	3:00 pm		
Smith, Blake	8:00 am	12:00 pm			8:00 am	11:00 am				

Employee Information

Certification & Training

The **Certificates & Training** report provides a list of employees, their **Certification** and training requirements, with **Date Certified** and **date Next Due**. **Filters:** Certification, Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Sorting Options:** Last Name, First Name, Certification Name.



Certifications & Training
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

1:29 PM
 3/15/2017

Certification	Date Certified	Next Due	Certification	Date Certified	Next Due
Ashby, Gloria			Wright, Virginia		
CPR	6/11/2016	6/11/2017	Accreditation	6/23/2016	6/23/2017
First Aid	6/11/2016	6/11/2017	CPR	8/7/2016	8/7/2017
			First Aid	4/12/2016	4/12/2017
Connor, Beverly			Food Handler's Card	12/13/2015	12/13/2019
CPR	2/24/2016	2/24/2017	Keystone Stars	7/14/2015	7/14/2016
First Aid	2/24/2016	2/24/2017			

Custom Fields

The **Custom Fields** report provides a list of employees with **Custom Fields**. You can specify which custom fields print with the Custom Fields filter. Columns are automatically created and positioned for each field selected. **Filters:** Custom Field 1 through 10, Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Customizations:** Custom Fields. **Sorting Options:** Last Name, First Name, Custom Field 1 through 10.



Custom Fields
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

Employee	Orientation Received	Education Level	OK to Publish Photos
		lblField6	lblField7
Ashby, Gloria	X	Bachlors Degree	X
Connor, Beverly	X	Bachlors Degree	X
Daniels, Olivia		MFA	X
Ford, Christopher	X	Associates Degree	

Directory

The **Employee Directory** provides a directory of your **Employees** with their **Position** and **Department**, **Email Address** and **Home** and **Cell Phone Numbers**. **Filters:** Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Sorting Options:** Last Name, First Name, Date of Birth, Release Date, Hire Date.



Directory
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

Employee Name / Address	Home Email	Home Phone / Cell Phone	Position / Department
Ashby, Gloria 1267 Ellendale Drive Medford, OR 97504	gloria@myemail.com	(555) 555-7312 (555)555-7115	Teacher Toddlers
Connor, Beverly 123 South Pacific Hwy Phoenix, OR 97535	bev@myemail.com	(555) 371-0251 (555)555-6568	Teacher Toddlers
Daniels, Olivia 5499 Hillcrest Road Medford, OR 97504	odaniels@mymail.net	(555) 555-4545 (555)555-0779	Teacher's Aid Infants
Ford, Christopher 9722 Wexford Drive	cford@email.com	(555) 555-4618 (555)555-6376	Teacher Classroom

Employee Identification Numbers

Employee Identification Numbers provides a list of employees with their personal identification numbers. **Filters:** Employee, Hire Date, Primary Classroom, Status. **Sorting Options:** Last Name, First Name, Primary Classroom, Hire Date, Employee PIN.



Employee Identification Numbers
Demo Daycare Center
 123 Demo Drive
 Phoenix, OR 97535
 (555) 555-8085 x100

Employee	PIN	Classroom
Ashby, Gloria	7955	Three's
Connor, Beverly	4566	Two's
Daniels, Olivia	1233	Bizzy Babies
Ford, Christopher	9577	2nd Grade
Hassen, Tammy	5687	Three's
Jones, Patty	6544	1st Grade
LeMoss, Boyd	2187	
Martin, Shelby	6473	Bizzy Babies
Nadler, Aleta	6400	Two's
Paulson, Kim	3691	
Reeder, Darcy	8079	Leap Frogs
Smith, Rose	9514	Dandelions

Key Dates

The **Key Dates** report provides a list of employees with their key dates (SSN, DOB, hire date, and release date). **Filters:** Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Sorting Options:** Last Name, First Name, Date of Birth, Release Date, Hire Date.



Key Dates Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

12:45 PM

10/11/2016

Employee	Social Security #	DOB	Hire Date	Release Date
Ashby, Gloria	555-55-4788	01/01/1973	11/26/2003	
Connor, Beverly	555-55-7781	04/12/1953	01/25/2005	
Daniels, Olivia	555-55-8766	03/03/1981	01/31/2008	
Ford, Christopher	555-35-9887	04/12/1964	01/25/2002	

Notes

The **Notes** report provides information from the **Employee Note Section**. You can display selected types of notes and notes for selected employees. **Filters:** Alert Date, Alerts Due, Date, Department, Employee, Ethnicity, Hire Date, Note Type, Position, Primary Classroom, Release Date, Status. **Sorting Options:** Date, Note Type, Last Name, First Name, Date of Birth, Release Date, Hire Date.



Notes Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Accreditation	Washington, Stella
Gone for accreditation - returning 5/1/2017	
CPR Training	Martin, Shelby
Shelby needs to re-up first aid training by 5/15/2017	
3/15/2017 1:41:00 PM	
Insurance	Jones, Patty
Patty wants to add her husband to her insurance before new school year	
3/15/2017 1:42:00 PM	
Vacation	Martin, Shelby
Shelby taking vacation 6/4 through 6/8	

Photo List

The **Photo List** provides basic information about each employee including a photo. **Filters:** Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Sorting Options:** Last Name, First Name, Date of Birth, Release Date, Hire Date.

Connor, Beverly



Home Email bev@myemail.com
Home Phone (555) 371-0251
Cell Phone (555)555-6568
Position Teacher
Department Toddlers

Martin, Shelby



Home Email martin@myemail.com
Home Phone (555) 555-8424
Cell Phone (555)555-6008
Position Teacher
Department Infants

Release Reason

The **Release Reasons** report provides a list of employees that have been released along with key information about their release (hire date, release date, release reason, department, and position). **Filters:** Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Sorting Options:** Last Name, First Name, Date of Birth, Release Date, Hire Date, Release Reason.



Release Reasons Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Employee	Hire Date	Release Date	Release Reason	Department	Position
LeMoss, Boyd	8/30/1983	1/9/2017	Moved	Administration	Janitor
Snyder, Bonnie	4/13/1993	3/13/2017	Took Another Job	Administration	Director

Employee Scheduling & Time

Available Sick/Vacation Days

The **Available Sick/Vacation Days** report shows the available benefit hours for all **Employees** selected. **Filters:** Date, Department, Employee, Hire Date, Position, Primary Classroom, Status. **Sorting Options:** Last Name, First Name.



Available Sick / Vacation Hours Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
As of March 15, 2017

Employee	Vacation	Sick
Ashby, Gloria	72.00	69.00
Connor, Beverly	41.00	22.00
Daniels, Olivia	-5.00	30.00
Ford, Christopher	40.00	0.00

Currently Clocked In

The **Employees Clocked In** report provides a list of **Employees Currently Clocked-In**. An option is available to display a list of employees currently clocked-out. **Filters:** In/Out, Primary Classroom, Status. **Customizations:** Page Separations. **Sorting Options:** None.



Currently Clocked In Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Employee	Date	Time
Ashby, Gloria	3/15/2017	7:00 AM In
Connor, Beverly	3/15/2017	8:10 AM In
Daniels, Olivia	3/15/2017	6:45 AM In
Ford, Christopher	3/15/2017	12:12 PM In
Hassen, Tammy	3/15/2017	7:30 AM In
Martin, Shelby	3/15/2017	9:00 PM In

Total Employees: 6

Earned & Used Sick/Vacation Hours

The **Earned & Used Sick and Vacation Hours** have been earned and used by each employee selected from the filters below. **Filters:** Date Range, Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Status. **Sorting Options:** Last Name, First Name.



Earned & Used Sick / Vacation Hours Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
(All dates included)

2:30 PM
10/11/2016

Employee	Vacation Earned	Vacation Used	Sick Earned	Sick Used
Ashby, Gloria	160.00	8.00	40.00	3.00
Connor, Beverly	32.00	0.00	8.00	2.00
Daniels, Olivia	0.00	0.00	0.00	0.00

Monthly Schedule

The **Monthly Schedule** report shows the employee's schedule for the month in a calendar view. **Filters:** Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Customizations:** Month. **Sorting Options:** Last Name, First Name, Schedule Number, Date of Birth, Hire Date, Release Date.

Ashby, Gloria March 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
	7:00a-11:00a 12:00p-4:00p	7:00a-11:00a 12:00p-4:00p	7:00a-11:00a 12:00p-4:00p	7:00a-11:00a 12:00p-4:00p	7:00a-11:00a 12:00p-4:00p	
5	6	7	8	9	10	11
	7:00a-11:00a 12:00p-4:00p	7:00a-11:00a 12:00p-4:00p	7:00a-11:00a 12:00p-4:00p	7:00a-11:00a 12:00p-4:00p	7:00a-11:00a 12:00p-4:00p	
12	13	14	15	16	17	18

Payroll Detail

The **Payroll Detail** is a list of your employees, their hours worked, and any special or benefit hours used during the selected date range, displayed per day with weekly totals. Overtime hours are calculated for both daily and weekly time frames. **Filters:** Date Range, Department, Employee, Hire Date, Position, Primary Classroom, Status. **Customizations:** Overtime Daily, Overtime Weekly, Page Separations, Show Hundredths, Show Available Vacation, and Sick Hours. **Sorting Options:** Last Name, First Name, Pay Week.

Pay Period: 3/1/2017 - 3/31/2017

***-**-4455 **Martin, Shelby**

Overtime Criteria

Daily Hours: 10
Weekly Hours: 40

Week of: 3/5/2017

Date	Clock In	Clock Out	Hours	Other Hours
3/6/2017	7:10AM	5:30PM	10h 20m	
3/7/2017	6:00AM	3:45PM	9h 45m	
3/8/2017	7:00AM	4:32PM	9h 32m	
3/9/2017	8:05AM	2:55PM	6h 50m	
3/10/2017	7:00AM	4:32PM	9h 32m	

Totals:
Regular Hours: 40.00
Overtime Hours: 5.98
Timecard Hours: 45.98

Payroll Summary

The **Payroll Summary** provides a list of employees, their hours worked, and any special or benefit hours used during the selected date range. Overtime hours are calculated for both daily and weekly time frames regardless of when the pay period starts. **Filters:** Date Range, Department, Employee, Hire Date, Position, Primary Classroom, Status. **Customizations:** Overtime Daily, Overtime Weekly, Page Separations, Pay Week Start Day, Show Available Hours, Show Landscape. **Sorting Options:** Last Name, First Name, Pay Week.

Pay Period: 3/1/2017 - 3/11/2017

Pay Week Start Date	Time Card	Regular Hrs	Overtime	Vacation	Sick	Holiday	Training
***-**-4788	Ashby, Gloria						
3/5/2017	18.13	18.13	0.00	0.00	0.00	0.00	0.00
	18.13	18.13	0.00	0.00	0.00	0.00	0.00
***-**-7781	Connor, Beverly						
3/5/2017	16.48	15.98	0.50	0.00	0.00	0.00	0.00
	16.48	15.98	0.50	0.00	0.00	0.00	0.00
***-**-8766	Daniels, Olivia						
3/5/2017	8.75	8.75	0.00	0.00	0.00	0.00	0.00
	8.75	8.75	0.00	0.00	0.00	0.00	0.00
***-**-5374	Hassen, Tammy						
3/5/2017	17.08	17.08	0.00	0.00	0.00	0.00	0.00
	17.08	17.08	0.00	0.00	0.00	0.00	0.00
***-**-5477	Jones, Patty						
3/5/2017	25.88	25.88	0.00	0.00	0.00	0.00	0.00
	25.88	25.88	0.00	0.00	0.00	0.00	0.00
***-**-4455	Martin, Shelby						
3/5/2017	45.98	40.00	5.98	0.00	0.00	0.00	0.00
	45.98	40.00	5.98	0.00	0.00	0.00	0.00
Totals:	Time Card	Regular Hrs	Overtime	Vacation	Sick	Holiday	Training
	132.32	125.83	6.48	0.00	0.00	0.00	0.00

Sign In Sheet

The **Sign-In Sheet** report provides a list of employees and gives space for them to be signed in or out twice a day. **Filters:** Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Sorting Options:** Last Name, First Name, Date of Birth, Release Date, Hire Date.



Sign In Sheet Demo Daycare Center

9:53 AM
3/16/2017

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Ashby, Gloria										
Connor, Beverly										
Daniels, Olivia										
Ford, Christopher										
Hassen, Tammy										
Jones, Patty										
LeMoss, Boyd										

Suspect Times

The **Suspect Times** report provides a list of employees that have **Unmatched Clock-In** and **Clock-Out Times**. **Filters:** Employee, Date, Status. **Sorting Options:** Last Name, First Name, Date of Clock In, Time of Clock In.



Suspect Times Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Employee	In or Out	Suspect Clock Item	
		Date	Time
Ashby, Gloria	In	03/15/2017	7:00 AM
Connor, Beverly	In	03/15/2017	8:10 AM
Daniels, Olivia	In	03/15/2017	6:45 AM
Ford, Christopher	In	02/23/2017	7:00 AM
Ford, Christopher	In	03/15/2017	12:12 PM
Hassen, Tammy	In	03/15/2017	7:30 AM
Martin, Shelby	In	02/23/2017	7:00 AM
Martin, Shelby	In	03/15/2017	9:00 PM

Timesheet & Benefit Summary

The **Timesheet and Benefit Summary** is a list of your employees with the number of **hours** and **minutes** the employee was **clocked-in**, and includes **Vacation** and **Sick Hours** each day, with total hours and minutes for the entire period. **Filters:** Date Range, Department, Employee, Ethnicity, Hire Date, Hour Types, Position, Primary Classroom, Release Date, Status. **Customizations:** Page Separations, Show Hundredths. **Sorting Options:** Last Name, First Name.

Pay Period: 3/1/2017 - 3/17/2017

Connor, Beverly

Timesheet

03/06/2017	5.98
03/09/2017	10.50
03/15/2017	0.00
3 Days	16.48

Vacation

03/15/2017	16.00
1 Day	16.00

Sick

03/15/2017	4.00
1 Day	4.00

Timesheet Detail

The **Timesheet Detail** report is a list of your **Employees** and their **Daily Clock-In and Out Times**. There is also a place for a **Supervisor Verification Signature** and an option to define your **Overtime Criteria** regardless of when the pay period starts. **Filters:** Date Range, Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Customizations:** Overtime, Pay Week Start Day, Page Separations, Show Benefit Hours, Show Hundredths. **Sorting Options:** Last Name, First Name, Date of Clock In, Time of Clock In.



Timesheet Detail Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

3:00 PM
10/11/2016

Pay Period: (All dates included)

Ashby, Gloria

06/13/2012

In 6:24 AM
Out 4:25 PM

Daily Total 10h 1m

06/14/2012

In 6:07 AM
Out 3:07 PM

Daily Total 9h 0m

Regular Hours: 19h 1m

06/27/2012

In 7:34 AM
Out 5:35 PM

Daily Total 10h 1m

06/28/2012

In 7:00 AM
Out 5:01 PM

Daily Total 10h 1m

Regular Hours: 40h 0m
Overtime Hours: 10h 5m

Timesheet Graph

The **Timesheet Graph** displays timesheet information for a center's staff in a graphical fashion. If run for the printed date, a timestamp will appear to indicate when the report was run. *NOTE:* If this report is run for a date other than today's date, only employees with time for that date will be shown, regardless of whether the Show Times Only customization is enabled or disabled. **Filters:** Date, Department, Employee, Primary Classroom, Status. **Customizations:** Show Times Only. **Sorting Options:** None.



Timesheet Graph Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100
Printed for 3/6/2017

10:08 AM
3/16/2017

Employee	12 AM	3 AM	6 AM	9 AM	12 PM	3 PM	6 PM	9 PM	12 AM
Ashby, Gloria									
Connor, Beverly									
Jones, Patty									
Martin, Shelby									

Unscheduled Clock Times

The **Unscheduled Clock Times** report shows employees **Clock-In** and **Out** times that are before or after their scheduled hours. **Filters:** Date Range, Employee, Department, Position, Primary Classroom, Program, Group, Status, Hire Date, Release Date. **Customizations:** Early In Leeway, Late In Leeway, Early Out Leeway, Late Out Leeway. **Sorting Options:** Last name, First Name, lock In Date.



Unscheduled Clock Times Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Martin, Shelby

Tuesday, March 7, 2017

Not Scheduled

Time In: 06:00 AM Manual Entry
Time Out: 03:45 PM Manual Entry

Weekly Schedule

The **Weekly Schedule** report shows the scheduled times for employees and includes filters to specify the schedule date, whether two lines should be printed for each employee, and if only the employees with schedules should have times printed. **Filters:** Date of Birth, Employee, Hire Date, Primary Classroom, Release Date. **Customizations:** Schedule Date, Schedules Only, Show Weekends, Status, Two Lines. **Sorting Options:** Last Name, First Name.

Printed for the Week of March 12, 2017

Employee	Monday		Tuesday		Wednesday		Thursday		Friday	
	In	Out	In	Out	In	Out	In	Out	In	Out
Ashby, Gloria	7:00 am	11:00 am	7:00 am	11:00 am	7:00 am	11:00 am	7:00 am	11:00 am	7:00 am	11:00 am
	12:00 pm	4:00 pm	12:00 pm	4:00 pm	12:00 pm	4:00 pm	12:00 pm	4:00 pm	12:00 pm	4:00 pm
Connor, Beverly	7:00 am	11:30 am	7:00 am	11:30 am	7:00 am	11:30 am	7:00 am	11:30 am	7:00 am	11:30 am
	12:00 pm	3:30 pm	12:00 pm	3:30 pm	12:00 pm	3:30 pm	12:00 pm	3:30 pm	12:00 pm	3:30 pm

Family Information

Contacts

The **Contacts** report provides contact information (**Name, Address, Telephone Number, Relationship & Pickup Status**) for each family contact. **Filters:** Balance, Family, First Contact, Group, Source, Status. **Sorting Options:** Customer Name, Contact Last Name, Contact First Name.



Contacts Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Anderson

Name: Anderson, Robert **H:** (555) 555-6485 **Address:** 3023 Main Street
Phoenix, OR 97535
Relation: Grandfather **C:** (654) 555-7890 **Pickup:** This contact may pick up children

Name: Anderson, Sheila **H:** (555) 555-6485 **Address:** 3023 Main Street
Phoenix, OR 97535
Relation: Grandmother **C:** (651) 555-1234 **Pickup:** This contact may pick up children

Bailey

Name: Davis, Joanna **H:** (555) 555-2557 **Address:** 225 Grant Ave
Talent, OR 97540
Relation: Aunt **W:** (555) 555-8077 **Pickup:** This contact may pick up children
C: (555) 555-0977

Name: Smith, Verlene **H:** (555) 555-9977 **Address:** 3325 Knob Hill Road
Medford, OR 97504
Relation: Grandmother **C:** (555) 555-7799 **Pickup:** This contact may pick up children

Custom Fields

The **Custom Fields** report provides a list of families with custom fields. You can specify which custom fields print with the Custom Fields filter. Columns are automatically created and positioned for each field selected. **Filters:** Balance, Custom Field 1 through 10, Family, First Contact, Group, Source, Status. **Customizations:** Custom Fields. **Sorting Options:** Name, Custom Field 1 through 10.



Custom Fields Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Family	New Forms	Volunteer Activity 1	Volunteer Activity 2
Anderson	June 2017	Chaperone	Driver
Bailey	Sept. 2017	Driving	
Carter	Feb 2018		
Davidson	Sept 2017	Chaperone	Teaching

Deleted Customers

The Deleted Customers report lists each deleted family and provides first contact information. **Filters:** First Contact. **Sorting Options:** Customer Name, First Contact.



Deleted Customers

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Fisher, James

First Contact: 1/27/2017

Email List

The Email list contains Sponsors and Contacts for the families in the center with their email addresses. **Filters:** Child, Child Enrollment, Child Ethnicity, Child Primary Classroom, Child Program, Child Status, Child Withdrawal, Customer, Family Group, Family Status, Marketing Source. **Sorting Options:** Sponsor Name.



Email List

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

A

Anderson, Mike
Anderson, Sandy

mike@mail.net
sandy@mail.net

B

Bailey, Jeff
Bailey, Laura
Bernard, Seth

Jeff@email.net
laura@email.net
blandit@estmollis.org

C

Carey, Calista
Carter, Suzanne

Carey@gmail.com
scarter@myemail.com

D

Davidson, LaDonna
Davidson, Larry

ldavidson@mail.net
m davidson@mail.net

Family Identification Numbers

Family Identification Numbers provides a list of Personal Identification Numbers for the Primary and Secondary Sponsor and for each family contact. Family contacts include their relationship to the family. **Filters:** Group, Family Status, Relationship. **Sorting Options:** Display Name, Contact Type, Last Name, First Name.



Family Identification Numbers

Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

3:40 PM

10/11/2016

Name	PIN	Relation	Name	PIN	Relation
Anderson/Smith		Balance: (\$92.50)	Murray		Balance: \$270.00
Anderson, Sandv	1234	Mother	Murray, Marlene	8700	Mother
Anderson, Mike	1288	Father	Murray, James	8077	Father
Anderson, Robert	1889	Grandfather	Murray, Janelle	6408	Aunt
Anderson, Sheila	1999	Grandmother	Murray, Sandra	5598	Grandmother
Bailey		Balance: \$57.50	Danae		Balance: \$1,201.68


Marketing Information

The Marketing Information report provides marketing information for each family (Phone Number, Zip, Date of First Contact, Source, Family Status, and Group) **Filters:** Balance, Child Age, Child Classroom, Child Status, Family, Family Status, First Contact, Group, Source. **Customizations:** Show Children, Show Co-Sponsor. **Sorting Options:** Source, Family Name, Last Name, First Name, Zip Code.

Direct Mail						
Sponsor	Phone	Zip	First Contact	Status	Group	
Gonzales, Rosa	(555) 555-2244	97501	10/17/2009	Active	Private Pay	
Lee, Yumi	(555) 555-5656	97504	12/2/2006	Active	Private Pay	
Total Families: 2						
Newspaper						
Sponsor	Phone	Zip	First Contact	Status	Group	
Johnson, Lydia	(555) 555-3837	97524	5/7/2009	Active	Private Pay	
Miller-Robins, Tiffany	(555) 555-1007	97501	5/10/2010	Active	Split Household	
Boader, Dany	(555) 555-6738	97504	5/11/2010	Active	Employee	

Notes

The **Notes** report provides information from the **Family Note** section. You can display selected types of notes and notes for selected families. **Filters:** Alert Date, Alerts Due, Balance, Date, Family, First Contact, Group, Note Type, Source, Status. **Sorting Options:** Date, Note Type, Family Name.

Notes		11:34 AM
 Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100		
12/1/2016 11:31:00 AM		
Incident	Miller-Robins	
Amanda fell on playground. Skinned right knee. Have mom sign report.		
12/7/2016 11:33:00 AM		
Miscellaneous	Miller-Robins	
Give Grandma note about volunteering to bake for the holiday party.		
12/20/2016 11:30:00 AM		
Parent Teacher Meeting	Miller-Robins	
Parent Teacher meeting scheduled for friday. Give notice to mom and grandma.		

Phone Numbers

The **Phone Numbers** report lists all phone numbers on file for all contacts associated with a family. **Filters:** Family Status, Contact Type, Has SMS Phone Number. **Sorting Options:** Family Name, Contact Type, Last Name, First Name


Phone Numbers						
 Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100						
Family	Type	First Name	Last Name	Home Phone	Work Phone	Cell Phone
Anderson	Primary	Sandy	Anderson	(555) 555-8660	(555) 555-9200 x234	(555) 555-2124
Anderson	Secondary	Mike	Anderson	(555) 555-8660	(555) 555-6799	(555) 555-2125
Anderson	Other	Sheila	Anderson	(555) 555-6485		(651) 555-1234
Anderson	Other	Robert	Anderson	(555) 555-6485		(654) 555-7890
Bailey	Primary	Laura	Bailey	(555) 555-0001	(555) 555-4873 x21	(555) 555-0909
Bailey	Secondary	Jeff	Bailey	(555) 555-0001	(555) 555-9800 x6009	(555) 555-0001
Bailey	Other	Victoria	Bailey	(555) 555-0001		(555) 555-7890

Photo List

The Family Photo List displays the **Primary** and **Secondary Sponsor**, and **Contacts** that have a photo assigned. **Filters:** Family, Group, Source, **Status Sorting:** Family Name, Sponsor/Contact Type, Last Name, First Name

Anderson

Primary Sponsor:



Anderson, Sandy

Relation:
Mother

Phone Number:
(555) 555-8660

PIN:
1234

Pickup OK?
Yes

Bailey

Primary Sponsor:



Bailey, Laura

Relation:
Mother

Phone Number:
(555) 555-0001

PIN:
5524

Pickup OK?
Yes

Primary Sponsors (Excel Export)


The **Primary Sponsors (Excel Export)** provides a list of Primary Sponsors and their basic information (**Names, Address, Status**) in a format designed explicitly for export to an **Excel spreadsheet**.

Filters: Status

First Name	Last Name	Address	City	State	Zip Code	Family Status	Email Address	Home Phone	Work Phone	Cell Phone
Sandy	Anderson	525 Cherry Street	Phoenix	OR	97535	Active	sandy@mail.net	(555) 555-8660	(555) 555-9200	(555) 555-2124
Laura	Bailey	1255 First Street	Phoenix	OR	97535	Active	laura@email.net	(555) 555-0001	(555) 555-4873	(555) 555-0909
Seth	Bernard	1631 Aliquam St.	Brooklyn Park	ME	27761	Waiting	blandit@estmollis.org	1-343-149-8634		
Calista	Carey	8882 Etiam Rd.	Las Cruces	FL	38080	Waiting	Carey@gmail.com	1-529-577-7575		
Suzanne	Carter	725 Freeman	Medford	OR	97501	Active	scarter@myemail.com	(555) 555-6045	(555) 555-0703	(555) 555-1944
LaDonna	Davidson	36900 S W 55th Ave	Talent	OR	97540	Active	ldavidson@mail.net	(555) 555-7466	(555) 555-1977	(555) 555-0101
Irma	Dickson	975-6531 Pede. St.	Janesville	VT	36002	Waiting	Irma.Dickson@yahoo.	1-965-684-2386		

Rapid Tuition Information


The **Rapid Tuition** information report provides a **Rapid Tuition Account** summary for each family (**Rapid Tuition ID, Enabled Status, Payment Type, Enroll Date, Approval Status, Family Status, and Comment.**) **Filters:** Approval status, Balance, Family, Group, Enroll Date, Family Status Payment Type, Rapid Tuition Status. **Sorting Options:** Approval Status, Enroll Dates, Family Name, Family Status, Payment Type.

	RapidTuition Information Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100	10:50 AM 3/16/201			
Family	Pay Type	RapidTuition ID	Enroll Date	Approval Status	Family Status

Forms, Letters, and Labels

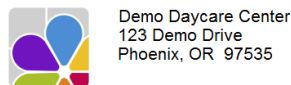
Enrollment Form

The **Enrollment Form** is a blank enrollment form. It includes family and child information and an emergency authorization certificate for signature. It also includes space for center information (**Tuition, Classroom, Date Enrolled, Billing Cycle and Program.**) **Filters:** Employee. **Sorting Options:** Last Name, First Name, Date of Birth, Release Date, Hire Date.

	Enrollment Form Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100	10:55 AM 3/16/201			
Family Information					
Last Name	First Name	MI	Last Name	First Name	MI
Relationship to Child	Social Security Number		Relationship to Child	Social Security Number	
Street Address			Street Address		
Apartment/Unit			Apartment/Unit		
City	State	ZIP Code	City	State	ZIP Code
Home Phone	Work Phone	Ext	Home Phone	Work Phone	Ext
Cell Phone	Email Address		Cell Phone	Email Address	
Child Information					
Last Name	First Name	MI	Last Name	First Name	MI
Sex	Social Security Number	Date of Birth	Sex	Social Security Number	Date of Birth

Envelopes

The customer's name and address are printed on a standard **#10 envelope**. Options are also available to print your center's name and address or your center's address only in the upper left corner of the envelope. **Filters:** Balance, Family, First Contact, Group, Source, Status. **Customizations:** Show Logo, Show Return Address. **Sorting Options:** Family, Family Balance



Sandy Anderson
525 Cherry Street
Phoenix, OR 97535

Filing Labels (Children)

Prints **Filing Labels** using Avery template 5266. **Filters:** Child, Child Date of Birth, Child Enrollment, Child Primary Classroom, Child Program, Child Status, Child Withdrawal, Family, Family Balance, Family Group, Family Status, Family Source. **Customizations:** Alignment, Show Date of Birth, Show Sponsor. **Sorting Options:** Last Name, First Name.

Anderson, Joyce

Anderson, Michael

Bailey, Brianna

Bailey, Cindy

Bailey, Tawny

Bernard, Beth

Filing Labels (Employees)

Prints filing labels using Avery template 5266. **Filters:** Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status. **Customizations:** Alignment, Show Job Dates. **Sorting Options:** Last Name, First Name.
(See Filing Labels for Children)

Filing Labels (Families)

Prints filing labels using Avery template 5266. **Filters:** Balance, Family, Group, Source, Status. **Customizations:** Alignment, Use Display Name. **Sorting Options:** Sponsor Name, Display Name.
(See Filing Labels for Children)

Letter (Collection)

A basic **Collection Letter** that you can use to send to your **delinquent accounts**. CCM merges the customer name, address, and amount due in the letter. You can create your own RTF file or modify an existing one for use with this report. Please refer to the Letter (Family Merge) report for information about the available merge fields. **Filters:** Balance, Family, First Contact, Group, Source, Status. **Customizations:** RTF file. **Sorting Options:** Family, Family Balance.

October 21, 2016

Laura Bailey
1255 First Street
PO Box 55
Phoenix, OR 97535

Dear Laura Bailey,

According to our records, there is an outstanding balance for your account in the amount of \$57.50.

We would appreciate having this balance cleared up shortly. If you have any questions, please contact us for any additional information or explanations.

Sincerely,

Letter (Family Merge)

The Family Merge letter lets you create a custom letter and merge most of Childcare Manager's family fields into the letter.

To use the Family Merge letter:

1. Go to Start | Programs | Personalized Software | Merge Letters | Family Merge. A new blank document will appear with the contents of Letter (Family Merge). Childcare Manager uses the default word processing program used by your Microsoft operating system. Edit the letter as appropriate.
2. Select the fields that you want to merge from the list of available merge fields below. Enter them in your document in the appropriate place. Remember, you must precede each merge field with a left facing bracket '<' and follow it with a right facing bracket '>'.

Letter (Overdue Notice)

An **Overdue Notice on Account** letter. CCM merges the customer name, address, and amount due in the letter. You can create your own RTF file or modify an existing one for use with this report. Please refer to the Letter (Family Merge) report for information about the available merge fields. **Filters:** Balance, Family, First Contact, Group, Source, Status. **Customizations:** RTF file. **Sorting Options:** Family, Family Balance.

March 16, 2017

Sandy Anderson
525 Cherry Street

Phoenix, OR 97535

Dear Sandy Anderson,

The payment due us in the amount of \$380.00 has not been received. Please give this matter your immediate attention and mail a check without further delay.

Letter (Overdue Reminder)

An **Overdue Reminder** letter that you can send to your overdue accounts. CCM merges the customer name, address, and amount due in the letter. You can create your own RTF file or modify an existing one for use with this report. Please refer to the Letter (Family Merge) report for information about the available merge fields. **Filters:** Balance, Family, First Contact, Group, Source, Status. **Customizations:** RTF file. **Sorting Options:** Family, Family Balance.

March 16, 2017

Sandy Anderson
525 Cherry Street

Phoenix, OR 97535

Dear Sandy Anderson,

Our records indicate that payment on your account is overdue in the amount of \$380.00.

If the amount has already been paid, please disregard this notice. If you have not yet mailed your payment, please make out your check and place it in the mail while this reminder has your full attention. Thank you in advance for your anticipated cooperation in this matter.

Letter (Past Due)

A **Past Due** letter that you can send to your overdue accounts. CCM merges the customer name, address, and amount due in the letter. You can create your own RTF file or modify an existing one for use with this report. Please refer to the Letter (Family Merge) report for information about the available merge fields. **Filters:** Balance, Family, First Contact, Group, Source, Status. **Customizations:** RTF file. **Sorting Options:** Family, Family Balance.

March 16, 2017

Sandy Anderson
525 Cherry Street

Phoenix, OR 97535

Dear Sandy Anderson,

Earlier we called your attention to your account balance in the amount of \$380.00.

According to our records, we have not received either a reply to our letter nor a remittance to clear this account. We extended credit to you on your account in good faith and expected prompt payment under the terms of our agreement, which we feel are most reasonable. So that no further action on our part will be necessary, we shall expect a remittance by return mail or the courtesy of a reply to our letter as to why payment is being withheld.

Mailing Labels (Children)

Prints Avery 5160, 5161, or 5162 mailing labels. **Filters:** Balance, Child, Child Status, Classroom, DOB, Enrollment Date, Family, Family Status, Group, Program, Source, Withdrawal Date. **Customizations:** Custom Message, Form. **Sorting Options:** Last Name, First Name

Joyce Anderson
525 Cherry Street
Phoenix, OR 97535

Michael Anderson
525 Cherry Street
Phoenix, OR 97535

Brianna Bailey
1255 First Street
PO Box 55
Phoenix, OR 97535

Cindy Bailey
1255 First Street
PO Box 55
Phoenix, OR 97535

Tawny Bailey
1255 First Street
PO Box 55
Phoenix, OR 97535

Beth Bernard
1631 Aliquam St.
Brooklyn Park, ME 27761

Mailing Labels (Employees)

Prints Avery 5160, 5161, or 5162 mailing labels. **Filters:** Classroom, Employee, Status.

Customizations: Custom Message, Form. **Sorting Options:** Last Name, First Name.

Mailing Labels (Families)

Prints Avery 5160, 5161, or 5162 mailing labels. **Filters:** Balance, Family, Group, Source, Status, First Contact. **Customizations:**

Custom Message, Form, Sponsors. **Sorting Options:** Last Name, First Name.

Mailing Labels (Leads)

Prints Avery 5160, 5161, or 5162 mailing labels. **Filters:** Balance, Family, Group, Source, Status, First Contact. **Customizations:**

Custom Message, Form, Sponsors. **Sorting Options:** Last Name, First Name.

Name Badges (Children)

The **Name Badge** is for each child and prints on Avery Name Badge label 5395. The badge includes basic information about the child, a photo of the child, and the name(s) of the assigned staff members.

Filters: Child, Date of Birth, Enrollment, Ethnicity, Primary Classroom, Program, Status, Withdrawal, Employee, Employee Status.

Sorting Options: Last Name, First Name, Date of Birth, Enrollment Date, Withdrawal Date.

Demo Daycare Center

(555) 555-8085 x100



DOB 9/30/2014

Classroom Two's
Program Toddler

Assigned Staff

Connor, Beverly
Nadler, Aleta

Bailey, Tawny

Name Badges (Employees)

This **Name Badges (Employees)** for each employee prints on Avery Name Badge label 5395. The badge includes basic information about the employee, along with a photo of the employee. **Filters:** Department, Employee, Position, Primary Classroom, Program, Status. **Sorting Options:** Last Name, First Name.

Demo Daycare Center

(555) 555-8085 x100



Classroom Three's
Program Child Care
Department Toddlers
Position Teacher

Ashby, Gloria

Name Tags (Children)

These **Name Tags** print on Avery name tag labels 5160, 5161, or 5162. **Filters:** Child, Date of Birth, Enrollment Date, Primary Classroom, Program, Status, Withdrawal Date.

Joyce Anderson

Michael Anderson

Brianna Bailey

Cindy Bailey

Tawny Bailey

Beth Bernard

Name Tags (Employees)

Name Tags print on Avery nametag labels 5160, 5161, 5162

Filters: Department, Employee, Ethnicity, Hire Date, Position, Primary Classroom, Release Date, Status.

Name Tags (Families)

Name Tags print on Avery name tag labels 5160, 5161, or 5162. You can print name tags for primary sponsors, secondary sponsors, or both. By default, name tags are only printed for primary sponsors. **Filters:** Balance, Family, First Contact, Group, Source, Status.

Customizations: Sponsors.


Rapid Tuition ACH Authorization

The **Rapid Tuition ACH Authorization Form** is used for collecting information required to enroll a new Autopay payer using a checking or savings account

RECURRING PAYMENT PLAN AUTHORIZATION FORM: ACH	
	
Complete and return this form to: Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100	
ELECTRONIC FUNDS TRANSFER AUTHORIZATION (Please Print)	
I authorize Demo Daycare Center, to initiate either an electronic debit, or create and process a demand draft against my Checking or Savings Account for the purpose of collecting childcare related payments. I authorize Demo Daycare Center to withdraw sufficient funds to pay my regular childcare fees that are due and payable. I authorize Demo Daycare Center to use the third party sender, RapidTuition, to process all payments. I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.	
Account Holder's Name:	Phone:
Email:	
Children Names (if applicable):	
<i>Please enter children names if the account holder's last name is different</i>	

Rapid Tuition Credit Card Authorization

The **Rapid Tuition Credit Card Authorization** is used for collecting information required to enroll a new Autopay payer using a credit card.

RECURRING PAYMENT PLAN AUTHORIZATION FORM: Credit Card	
	
Complete and return this form to: Demo Daycare Center 123 Demo Drive Phoenix, OR 97535 (555) 555-8085 x100	
CREDIT CARD PAYMENT AUTHORIZATION (Please Print)	
I authorize Demo Daycare Center, to initiate recurring credit card charges to the below referenced credit card account for the purpose of collecting childcare related payments. I authorize Demo Daycare Center to withdraw sufficient funds to pay my regular childcare fees that are due and payable. I authorize Demo Daycare Center to use the third party sender, RapidTuition, to process all payments.	
Cardholder Name:	Phone:
Email:	
Children Names (if applicable):	

Leads

Active Lead List

Displays a list of **Active Leads**. **Filters:** Status, Status Date, Entered Date, Show Inactive.

Sorting Options: Last Name, Status, Status Date, Date Entered



Active Lead List Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

2:46 PM
10/24/2016

First Name	Last Name	Status	Status Date	Date Entered
Marvin	Alvarado	Contacted	10/10/2016	10/07/2016
Steven	Ayala	Tour Scheduled	10/17/2016	10/13/2016
Scarlet	Bell	Waiting	10/06/2016	09/30/2016
McKenzie	Bernard	Waiting	09/27/2016	09/16/2016
Seth	Bernard	Tour Completed	09/23/2016	09/12/2016

Average Status Days

Displays a list of **Statuses**, the number of leads with that status, and the average number of days each lead has had that status without changing. **Filters:** Status. **Sorting Options:** Status, Average Days, Number of Leads.



Average Status Days Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Status	Average Days	Number Of Leads
No Show	74.17	4
Tour Completed	63.87	5
Waiting	57.44	9
Contacted	51.72	12
Pending	50.85	4

Average Status, Transition Time

Reports the **Average Number of Days** it takes to **Transition** from one lead status to another. **Filters:** From Status, To Status, Date Range. **Sorting Options:** From Status, To Status, Lead Count, Transition time



Average Status Transition Time Demo Daycare Center

123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

2:48 PM
10/24/2016

From Status	To Status	Average Transition Time	Lead Count
Tour Completed	Referred	1.31	2
Contacted	Tour Scheduled	1.53	60
New	Contacted	1.53	86
Tour Completed	Lost	2.21	10
Tour Completed	Converted	3.47	13
Tour Completed	Waiting	3.68	9

Lead Birthdays

The **Lead Birthdays Report** produces a list of children along with their birthday and sponsor's contact information. This list is divided by month. This report can aid in mailing birthday cards.

Filters: [Lead Status](#), [Change Date](#), [Birth Month](#), [Birth Day](#)

July

	<u>Primary Sponsor</u>	<u>Secondary Sponsor</u>
Name: Amanda	Jada Lowe	
DOB: 7/16/2013	5962 Ligula. Road	
	West Memphis, RI 35883	
	fringilla.purus@etmagna.com	
	Cell:	Cell:
	Home: 1-475-121-6175	Home:
	Work:	Work:

Lead Sources

Displays the total number of leads from **Lead Sources and Sub Sources** **Filters:** [Entered Date](#), [Status](#), [Status Date](#), [Lead Source](#). **Sorting Options:** [Source Name](#)

Source: Advertising	
Sub Source: Direct Mail	Leads: 4
Sub Source: Directory	Leads: 1
Sub Source: Flyer	Leads: 2
Sub Source: Local Publication	Leads: 2
Sub Source: Magazine	Leads: 1
Sub Source: Print AD	Leads: 2
Sub Source: Postcard	Leads: 3
Total Leads: 15	
Source: Drive By	
Sub Source: No Sub Source	Leads: 12
Total Leads: 12	
Source: Internet	
Sub Source: Email	Leads: 3

Loss and Conversion


Displays the number of **Losses or Conversions** during a specified period. The report is separated by the status of the lead before the loss or conversion occurred. **Filters:** [Lead Entered Date](#), [Loss or Conversion Date](#), [Previous Status](#), [Lead Source](#), [Lead Sub Source](#)

Converted Leads		
Previous Status	Count	Percent of Converted
Contacted	1	5.88%
Tour Scheduled	1	5.88%
Tour Completed	15	88.24%
Total	17	
Percent Converted	42.50%	

Lost Leads		
Previous Status	Count	Percent of Lost
Contacted	8	34.78%
Tour Scheduled	1	4.35%

Staffing History (Classroom)

The **Staffing History (Classroom)** report lists the number of staff and children present at your center by hour of the day for each classroom and for the date selected. Also provided is a summary of required staff and staff needed for each classroom by hour of the day and for the date selected. In addition, a management summary is provided, which lists the total number of child scheduled hours, required staff hours, number of staff needed, State ratio, required ratio, actual ratio, overstaffed hours, % overstaffed, understaffed hours and % understaffed. **Filters:** Classroom, Date, Employee Status. **Sorting Options:** Classroom, Classroom ID, Last Name, First Name, Employee ID.



Staffing History (Classroom)

Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed For: Wednesday, October 26, 2016

8:51
10/26/16


1st Grade - Ratio 0.5:1

Employee	M	1	2	3	4	5	6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11	
Jones, Patty																									
Total Staff	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Children	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Staff Required	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Staff Needed	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8

Child Hours:	96	Overstaffed Hours:	0
Required Staff Hours:	192	% Overstaffed:	0.00 %
Actual Staff Hours:	0	Understaffed Hours:	192
State Ratio:	0.50 to 1	% Understaffed:	100.00 %
Required Ratio:	0.50 to 1		
Actual Ratio:	0.00 to 1		

Staffing History (Program)

The **Staffing History (Program)** report lists the number of staff and children present at your center by hour of the day for each program and for the date selected. A summary of required staff and staff needed for each program by hour and date selected; and a management summary that lists the total number of child scheduled hours, required staff hours, number of staff needed, State ratio, required ratio, actual ratio, overstaffed hours, % overstaffed, understaffed hours and % understaffed. **Filters:** Date, Employee Status, Program. **Sorting Options:** Program, Program ID, Last Name, First Name, Employee ID.



Staffing History (Program)

Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

Printed For: Monday, March 6, 2017

3

Preschool - Ratio 6:1


Employee	M	1	2	3	4	5	6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11
Reeder, Darcy								■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Smith, Rose								■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Washington, Stella								■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Total Staff	0	0	0	0	0	0	0	1	2	2	2	2	2	2	2	2	2	2	1	0	0	0	0	0
Total Children	0	0	0	0	0	0	0	0	7	7	7	7	7	7	7	7	7	0	0	0	0	0	0	0
Staff Required	0	0	0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0
Staff Needed	0	0	0	0	0	0	-1	0	0	0	0	0	0	0	0	0	-2	-1	0	0	0	0	0	0

Child Hours:	56	Overstaffed Hours:	4
Required Staff Hours:	16	% Overstaffed:	25.00 %
Actual Staff Hours:	20	Understaffed Hours:	0
State Ratio:	6.00 to 1	% Understaffed:	0.00 %
Required Ratio:	3.50 to 1		
Actual Ratio:	2.80 to 1		

Other Payer Information

Custom Fields

The **Custom Fields** report provides a list of other payers with custom fields. You can specify which custom fields print with the Custom Fields filter. Columns are automatically created and positioned for each field selected. **Filters:** Balance, Custom Field 1 through 10, Other Payer, Status. **Customizations:** Custom Fields. **Sorting Options:** Name, Custom Field 1 through 10.



Custom Fields

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123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

<u>Other Payer</u>	<u>Payment Schedule</u>
DHS	Monthly
Social Services	Weekly

Directory

The **Other Payer Directory** provides a list of other payers with their contact information (name, address, phone numbers, email address, and status). **Filters:** Other Payer, Status. **Sorting Options:** Other Payer Name, Contact First Name, Contact Last Name, Contact ZIP Code, Balance.



Directory

Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

DHS

Contact Person: Booker Stuart **Address:** 102 West Main
Work Phone: (555) 432-6767
Cell Phone:
Email Address: SBooker@DHS.Com
Status: Active

Social Services

Contact Person: Social Services **Address:** 1200 State Street
Work Phone: (555) 555-9777
Cell Phone:
Email Address:
Status: Active

Notes

Notes in Other Payer provides the ability to display selected types of notes, and notes for selected agencies. **Filters:** Alert Date, Alerts Due, Balance, Date, Other Payer, Note Type, Status. **Sorting Options:** Date, Note Type, Other Payer Name.



Notes

Demo Daycare Center
123 Demo Drive
Phoenix, OR 97535
(555) 555-8085 x100

2/1/2017 8:52:00 AM

Inspection

Inspection appointment.

Social Services

3/7/2017 8:53:00 AM

Telephone Contacts

Spoke with Mrs. Smithfield regarding accomidating 3 new families.

Social Services

3/20/2017 8:54:00 AM

Meeting Summaries

Meeting with Mrs. Smithfield regarding new contract fees and reporting dates.

Social Services

3/20/2017 9:00:00 AM

Compliance

Reports Due today.

DHS

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